

2023-2024 Health Benefits Trust (HBT) Wellness and EAP Grant Rules and Guidelines

The Health Benefits Trust under the direction of the RMS Board budgeted \$100,000 for wellness and EAP grants this fiscal year. Wellness grants are intended to promote health and wellness for employees and work toward reducing medical claims and insurance costs for pool members.

Groups that participate in our medical program are eligible to apply for grants to assist them with health fairs, wellness programs, EAP programs, educational classes, fitness activities, fitness equipment, nutritional programs, etc. for their employees up to a maximum of \$2,500 per fiscal year.

Groups can apply twice a year, receiving up to two wellness grants or they can apply for one wellness grant and one EAP grant, see the chart below for an application schedule.

Application Period	Application Received by RMS	Grants Awarded
Round 1	July 2023 - October 31, 2023	November 2023
Round 2	December 1, 2023 - March 31, 2024	April 2024

- Each member can receive one grant per round, no more than 2 grants per fiscal year (July 1st - June 30th).
- The total for all grants will not exceed \$2,500 per member during a single fiscal year
- There is no guarantee that a grant will be awarded or fully funded. Please keep this in mind if items are purchased prior to receiving an award letter.
- Grant awards are valid for six months from the date that the award letter or email was issued to the member. After that time, they expire. Unused grant awards will immediately expire if a member leaves the HBT health insurance program.
- A member that does not use at least some portion of a grant award before it expires will be ineligible for the grant program for a period of one year.
- Members with unused grant awards must complete their existing grant-related purchase(s) prior to submitting a new grant application.
- Applications for wellness grants must fall into the categories listed below for eligible funding.

Wellness Grant Activities for Funding

Health Fair	Red Cross Training and Recertification
Financial Management	Fitness Instruction or Equipment
Health Educational or Wellness Speaker	Weight Loss Program
Nutritional Educational Speaker	Stress Management
Lunch' n Learn	

Application Guidelines

Applications will be considered only when they meet the following requirements:

- All applications must be signed by the senior municipal official (based on the member's form of government - e.g. manager/ administrator, executive director, or mayor). For the purpose of this grant, department heads are not considered senior municipal officials.
- All applications must include a letter describing how the intended wellness event, equipment, etc. will benefit and/or improve the overall health and wellness of all employees.
- Applications must include a detailed estimate that indicates the product or service and the associated cost
- **For Events:** Groups are eligible for \$50 per active full-time employee or the cost of the event (whichever is the lower) and a maximum of \$2,500 per year. * *EAP initial grant is \$100 per person with the same minimum and maximum limits.*
- **For Fee Based Programs:** Groups are eligible for \$50 per active full-time employee that are participating in the program and activity. *Examples of fee-based programs would be Weight Watchers, Jenny Craig, etc.*
- Grant programs will not be provided to offset salary for an employee of the groups, for example a full time or part time nurse.
- Applications are not considered for groups that indicate they are leaving the HBT medical program on or before May 30 of each fiscal year.
- **All grants approved will require a post activity letter, receipts, and/or pictures describing the activity and participation paid for with the grant dollars. Additional grants will not be considered until this is received.**

Disclaimer: Onsite Health Screening costs are processed as a wellness claims and submitted to MEDCOST. They are not paid by wellness grant dollars and will not be considered for approval. Please contact Tish Robinson (919)715-4328 for more information on how to provide this service to your employees.