**MCH BeWell Program**

(up to) **$250** in reimbursement purchases that promote health and wellbeing

**Important Details PRIOR to Submission**

* MCH reserves the right to modify, change or terminate the program at any time.
* Program is available to current employees of MCH that have completed 90-day orientation/training period at the time the approved purchase was made.
* Program year runs from July 1st through June 30th.
* Eligible reimbursement is payable up to a prorated limit based on an employee FTE status over the past 90 days from the date of purchase, which will be calculated for you. *Contact Finance for current available balance.*
	+ Example: an employee with FTE of .80 over the past 90 days from the approval is eligible for $200 in reimbursement. In no case will an employee be eligible for more than the $250 maximum.
* This program is classified as a taxable fringe benefit and MCH will “gross up” the benefit by 35% to cover most or all your payroll tax liability.
* Please note that any unused balances do not carry over to the next program year.
* Purchases for goods or services must be made through a “business” unless specific/additional details provided.
* If you spend more than what you have available under the program that is your cost to absorb.

**Examples of items that do NOT qualify for reimbursement:**

* Medical supplies/services/equipment (i.e., any items that would be covered by medical/dental/vision or other insurance program, HSA and FSA accounts)
* Any item or service that is used for medical diagnosis.
* Items/Services sole purpose is not directly designed; Supplements/vitamins/food (except CSA), body care products (i.e., lotion, shampoo, teeth whitening), casual shoes (flip flops, sandals), headphones, massage gun, sunglasses, golf cart, bed sheets, scales, gambling apps, no electronic devices (i.e. computer, iPad, cellphone, smartwatches), video games, clothing, furniture, home appliances, bear spray, ammunition, firearms, gift certificates

**Instructions:**

**Item/service is listed on the Examples of Approved Items list:**

1. Complete BeWell reimbursement form and submit to Finance for processing.
	1. Review Committee reserves the right to review all submissions for reimbursement and will notify you with questions or if additional information needs to be provided.
	2. Reimbursement for purchases will be provided within 2 pay periods.

**Request for non-approved items/service:**

1. Submit completed Pre-Approval Reimbursement form to Finance.
	1. Review Committee to review submission following a logic tree for all considerations. A Member of committee will contact you if approved or denied for reimbursement and will be considered a final decision for submission.

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| **Examples of approved items**Memberships/Season Passes[ ]  Gym Membership[ ]  Marathon registration fees[ ]  Golf Greens (no cart)[ ]  Ski[ ]  Bowling[ ]  Sport League [ ]  Swimming[ ]  YMCA[ ]  VT State Park PassEquipment (New or Used)[ ]  Sport Shoes (i.e., athletic or hiking)[ ]  Treadmill[ ]  Yoga Mat[ ]  Golf Clubs[ ]  Tennis Racket[ ]  Snowboard[ ]  Snowshoes[ ]  Kayak / Canoe [ ]  Paddleboard[ ]  Stationary Bike[ ]  Weights (sets or handheld)[ ]  Bicycle [ ]  Fishing Pole[ ]  Walking/Hiking Poles [ ]  Mountain Climbing[ ]  Weighted Jump Rope [ ]  Kettle Bells  | Lessons or Personal Training [ ]  Yoga[ ]  Pilates[ ]  Golf[ ]  Dance[ ]  Tennis[ ]  Swimming[ ]  Water Aerobics [ ]  Martial Arts[ ]  Ski [ ]  Boxing/Kickboxing[ ]  Fitness Bootcamp[ ]  Spinning[ ]  Certified Personal Trainer[ ]  Mental Wellness Class/workshop[ ]  Workout Videos Food/Nutrition[ ]  CSA (fruit & vegetable) Share [ ]  Gardening Class/WorkshopTherapeutic Services [ ]  Massage[ ]  Acupuncture[ ]  Reiki [ ]  MeditationApps/Exercise Technology [ ]  Peloton [ ]  Daily Yoga[ ]  Unwind [ ]  Nike Training Club[ ]  Calm [ ]  Map My Run[ ]  Headspace [ ]  Beachbody[ ]  SWEAT Other[ ]  Hunting License[ ]  Fishing License [ ]  Equipment Repair (i.e., ski, bicycle, tennis racket)[ ]  Sporting/Fitness Equipment Lease/Rental  |

**Purpose:** To encourage and engage employees to participate in a regular fitness, health initiatives and mental wellbeing.

**Goal:** To improve employee health and well-being at MCH

**Availability:** This is a program is available to current employees of Mountain Community Health