

Employee Procedures for Accessing CDS Wellness Program Benefits

***Please note that this benefit is available for CDS employees
and their dependents who are enrolled in the CDS medical plan***

Effective Enrollment Year 7/1/2011



**child
development
services**

Gym Reimbursement Procedures

1. Child Development Services will reimburse participants *up to* a maximum of \$30.00 per month for attending a gym. If monthly charge is \$25, they will receive \$25, not \$30.

A gym is defined as a qualified, full-service health and fitness club with cardiovascular and strength-training equipment and facilities for exercising and improving physical fitness.

Examples of facilities/programs that DO NOT qualify for reimbursement include: martial arts centers, gymnastic facilities, classes, country clubs, fees for personal trainer, tennis, aerobic or pool-only facilities, as well as sports teams and leagues.

2. Participants need to obtain written verification they have attended the gym at least 12 times during the month. The 12 times attendance requirement must occur within the same calendar month (not 30 days, such as April 14 to May 13). Proof of attendance, along with proof of payment/cost and a completed CDS Wellness Claim Form should be faxed to the attention of CDS Human Resources at 624-6661.
3. Employees will receive their reimbursements in their next or subsequential paycheck, depending on the timing of receipt and processing by the CDS HR and Payroll departments. Please note that this is a taxable reimbursement that appears on a different line on the paycheck noted as such.
4. In the event a participant does not meet the necessary attendance requirements in a certain month, s/he will not be entitled to receive the benefit for that month. However, reimbursement will be considered for any month when the proper documentation is presented.

Weight Watchers Enrollment/Billing Procedures

1. A series of ten (10) coupons are available to attend local Weight Watcher meetings, by emailing carol.kahl@maine.gov with your request. These will be sent to your home address as it appears in ADP.
2. To continue with the Weight Watchers program and receive additional coupons, fax a copy of your attendance record to CDS HR at 624-6661. Proof of attendance can be your weigh-in booklet, but be sure your name is on the copy you fax to HR. At the same time, indicate on the fax that you would like another set of coupons.

Please note that participants must attend three or more sessions per month to continue to receive this benefit. Extenuating circumstances and vacations will be given consideration if participation drops below the required number of sessions. Contact CDS State HR with questions or concerns.

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3. If you are using the coupon program and wish to discontinue participation or fall below the participation requirements, please immediately mail the unused coupons to CDS State HR, 146 State House Station, Augusta, ME 04333.
4. In the event a participant discontinues participation in the program s/he will not be eligible for the benefit again until the next plan year.
5. If an employee participates in a Weight Watchers At Work program, s/he will need to pay the Weight Watchers leader in advance and submit the receipt along with a HPI supplemental claim form (not a CDS Wellness form) to Health Plans Inc. at the address listed on the form.

Smoking Cessation Procedures

Available without limits. Can access the benefit until successful. No maximum program cost for reimbursement. Covered at 100%. All incurred expenses should be sent to HPI for reimbursement, using the supplemental claim form.

Acupuncture

\$30 copay, then coverage up to 100% with annual limit of 36 visits. Must use a licensed Acupuncturist, but need not be prescribed by a physician. Reimbursement is available through submission of a supplemental claim form to HPI.

Massage Therapy Procedures

\$30 copay, then coverage up to 100% with annual limit of 36 visits. This procedure must be prescribed by a physician. Without the physician's script, reimbursement will not be paid. This claim should be submitted directly to HPI on a supplemental claim form.

Information regarding your benefits and access to forms, such as the Health Plans Inc. (HPI) Supplemental Claim form, can be obtained online at www.MyBenergy.com (User ID: cdsemployee; Password: benefits)