



GUIDELINES FOR HEALTHY LIFESTYLE BENEFIT REIMBURSEMENTS



GYM CLUB REIMBURSEMENTS OR ANY OTHER EXERCISE RELATED MEMBERSHIP THAT HAS A MONTHLY OR ANNUAL FEE

(Gyms, Yoga/exercise studios, Tennis/Racquet Ball
Facilities, etc.)

- \$400 benefit is divided into a monthly maximum benefit of \$33.33 per employee and/or spouse (if on health plan). If the membership costs less than \$33.33 per month reimbursement will only be up to the cost of the membership.
- Must attend at least two (2) times per month to receive monthly benefit. Use the Gym Club Reimbursement Form that is available at www.cityoffortwayne.org/citybenefits to submit proof of attendance.
- First reimbursement submission each year must provide proof of the cost of the membership. This can be in the form of a signed contract or a copy of your pay stub if payroll deducted.

EXERCISE CLASSES/YOGA/PERSONAL TRAINERS THAT DO NOT HAVE A MONTHLY OR ANNUAL FEE (Pay per session or block of sessions)

- Will not reimburse for sessions unless you provide proof that class was attended. To submit proof of attendance use the form available at www.cityoffortwayne.org/citybenefits.
- Submission must include proof of cost and payment.
- Will pro-rate reimbursement if not all sessions are used in a block purchase.
- Online exercise or training programs/Apps are eligible for reimbursement but home exercise equipment such as a treadmill or bicycle is not.

CERTIFIED RUN/WALKS/CYCLING EVENTS

- Reimbursement for these events will only be after the event and proof of cost and participation is submitted.
- Fees for recreational leagues such as baseball, bowling, etc. or memberships for country clubs or neighborhood pools are not eligible for reimbursement.

WEIGHT LOSS PROGRAMS

- Monthly or annual fees will be pro-rated by number of sessions per month or year and only those sessions attended will be eligible for reimbursement. To submit proof of attendance use the form available at www.cityoffortwayne.org/citybenefits.
- Online weight loss programs/Apps are eligible for reimbursement.
- Food, medication and/or supplements are not eligible for reimbursement.

All reimbursements are considered taxable income and will be reimbursed on your paycheck once per month, including any reimbursement for a spouse. All submissions must be received by PHP TPA Services no later than the 20th of each month to be eligible for reimbursement the following month. You can submit claims monthly, quarterly or annually if you choose as long as the proper documentation for attendance is attached to the submission. If you have any questions, please contact the Benefits Department at 427-6910 or 427-2634.