



Health Appraisal and Healthy Rewards Program FAQs

1. What is the Wellness Your Choice Milwaukee Program?

The City of Milwaukee is committed to supporting the health, wellness and safety of its employees and their families. The City's Wellness program includes a wide range of programs, services and resources including the Health Appraisal, Healthy Rewards, an onsite wellness center, traveling wellness center sites, year round coaching, access to registered dietitians, an onsite Nurse Liaison, educational sessions, group fitness classes, diabetes and weight management as well as an onsite Workplace Clinic and Injury Prevention Clinic. The City's goal is to establish a workplace culture that enhances employee lives and offers all the tools necessary to meet employees wherever they're at on their road to good health, making sure employees are well at work, well at home and well into retirement.

2. What is the Health Appraisal Process?

The Health Appraisal is a series of steps employees and spouses complete to increase their personal health awareness and become eligible to participate in the Healthy Rewards Program. The Health Appraisal includes labwork (done via finger stick), measurement of height, weight, waist circumference, and blood pressure, completing an interest assessment and meeting with a health educator.

3. Do I have to complete the Health Appraisal on my own time?

As a result of the City's ongoing commitment to improving employee wellbeing, general city employees may use 069 time if necessary for the Health Appraisal as specified in Chapter 350 of the Milwaukee Code of Ordinances. Employees should check with their supervisor to ensure staffing needs will be met during their scheduled health appraisal.

4. Is participation in the Health Appraisal mandatory?

Participation is not mandatory; however, if employees/spouses anticipate taking the City's 2019 health insurance they must complete the 2018 Health Appraisal process to avoid a monthly fee. Employees and spouses must complete the Health Appraisal to be eligible to participate in Healthy Rewards.

5. Where can I find my Health Appraisal lab results?

Lab results are available immediately during the Health Appraisal appointment (except nicotine and cotinine). Nicotine and cotinine results are available 10 business days after the Health Appraisal appointment through the Wellness Portal www.workforcehealth.org/cityofmilwaukee. No lab results are mailed and participants must check nicotine and cotinine results through the wellness portal.

6. What if my Health Appraisal lab results are outside the optimal ranges for Healthy Rewards?

Participants can get rechecks at the Workplace Clinic or Wellness Center. There is also an option to complete a health action plan through the new wellness portal. See the Healthy Rewards program description for more information www.milwaukee.gov/HealthyRewards

7. What biometric measures can I have rechecked?

Re-checks for blood pressure, waist circumference, fasting blood glucose, and LDL can be done at the Wellness Center or Workplace Clinic located in the Zeidler Municipal Building. Call 414-777-3413 to schedule an appointment.

8. What is the difference between the Health Appraisal and Healthy Rewards?

Employees and spouses must complete the **Health Appraisal** to be eligible to participate in the **Healthy Rewards Program**. The Health Appraisal consists of labwork, an interest assessment and meeting with a



health educator. Healthy Rewards is the City's outcomes/incentive based wellness program where participants earn points to receive a Health Reimbursement Account (HRA) reward. Participants earn points through optimal biometrics from the Health Appraisal and by completing a variety of health and wellness activities. Participants with biometrics outside the optimal range can get rechecks at the Wellness Center and Workplace Clinic or complete a health action plan through the wellness portal. Participants can earn 3 levels of points (75, 100 or 125) to earn an HRA (\$150, \$250 or \$350). Employees and spouses submit points starting July 1st and ending June 30th the following year. See the Healthy Rewards program description for more information: www.milwaukee.gov/HealthyRewards

9. What's new with the Healthy Rewards Program this year?

There is a new community section where participants earn points by donating blood or doing volunteer work. Participants must submit a completed/signed verification form for blood donations or volunteering. The form is posted on the Healthy Rewards website: www.milwaukee.gov/HealthyRewards

10. What is the timeframe for the Healthy Rewards Program and when can points be submitted?

The Healthy Rewards program starts on July 1st and ends June 30th of the following year. Participants follow the same timeframe for submitting points.

11. What's a Health Reimbursement Account (HRA)?

A Health Reimbursement Account (HRA) is an Internal Revenue Service (IRS) sanctioned employer-funded, tax advantaged employer health benefit plan that reimburses employees for out-of-pocket medical expenses. Using a HRA yields "tax advantages to offset health care costs" for both employees and employers and is a tax free method of distributing the reward. The account is funded by the employer and unused money carries over from year to year. Funds can be used toward deductibles, co-pays and coinsurance payments for medical and/or dental bills, qualifying medical purchases, and pharmacy prescriptions. Funds stay with the employee for three years after separation from the City.

12. What is an FSA/HRA debit card?

The debit card allows employees to access the funds immediately at the time of service or purchase in their Health Reimbursement Account (HRA) or Flexible Spending Account (FSA) without having to complete and file forms. Employees can use the card whenever they incur an eligible expense at a qualified provider (ie. office visit copay or a prescription).

13. Will a new FSA/HRA card be sent every year?

If an employee is not enrolled in the City's Flexible Spending Account, they will receive a Benefit Advantage debit card in the mail once they qualify for a HRA reward under Healthy Rewards. Even if the current plan year FSA/HRA funds are depleted, the Card will be loaded with the new annual election amount at the start of each plan year or incrementally with each pay period, based on the type of FSA account and at the time the Healthy Reward amount is earned. The card remains active until the expiration date shown on the front of the card and should not be thrown away when funds are depleted

14. Can my spouse and I both participate in the Healthy Rewards Program to earn the incentive rewards?

You are both eligible to participate and earn multiple rewards for a combined HRA total of \$700. Your spouse can participate without you as well. Children are not eligible to participate. Only one HRA account will be established per employee. If both the employee and their spouse complete the program, the money will be deposited into a single HRA of the person carrying the City's health insurance.



15. When will the Healthy Rewards money be deposited into my HRA?

Initial funds are deposited in your account in the beginning of 2019 if you qualify for an award tier. After that, funds are deposited 4-6 weeks after an award tier is reached.

16. Is the Healthy Rewards program voluntary and what happens if I don't participate?

The Healthy Rewards Program is completely voluntary and there are no fees for not participating.

17. Do I need to take the City's health insurance to participate in Healthy Rewards?

No, but you must complete the Health Appraisal to be eligible to participate in Healthy Rewards.

18. How can I check the status of my Healthy Rewards points?

Log in to the wellness portal to view your current point totals www.workforcehealth.org/cityofmilwaukee

19. How do I submit point documents for Healthy Rewards?

You can submit documents in person at your health appraisal, via email cityofmke@froedtert.com and through the wellness portal www.workforcehealth.org/cityofmilwaukee. You can also submit documents in person at the Wellness Center, Traveling Wellness Center Sites and the Workplace Clinic. Save a copy of the documents you submit for your records.

20. When can I sign up for Wellness/Healthy Rewards coaching sessions?

Year-round coaching is available for employees and spouses and can be done telephonically or in person. Nutrition coaching with a Registered Dietician is also available over the phone. To schedule onsite coaching at the Wellness Center call 414-777-3413. To schedule telephonic health or nutrition coaching call 414-777-3410. Coaching appointments can also be scheduled through the Wellness Portal (under the Healthy Rewards section): www.workforcehealth.org/cityofmilwaukee

21. What are other ways I can earn Healthy Rewards points?

Aside from biometrics, participants can earn points through a variety of educational, preventive and activity opportunities such as getting a flu shot, completing an annual dental exam, having preventive health/wellness exams, participating in group or department programs, attending lunch and learns, doing volunteer work and completing physical activities. See the Healthy Rewards Program Description for additional point opportunities: www.milwaukee.gov/healthyrewards

22. What information for the Health Appraisal and Healthy Rewards program is shared with the City?

Workforce Health follows the same laws and regulations as your personal physician and does not share personal health information. Workforce Health only provides aggregate data and general population health reports to the City for future program planning purposes. The City is informed of the individuals who reach 75, 100 or 125 points so the appropriate HRA amount can be awarded.

23. How can an employee participate in the Health Appraisal or Healthy Rewards Program if they're unable to meet a standard under either program?

Participation in the wellness program is available to all employees. If you think you might be unable to participate or meet a standard for a reward under this program, you may qualify for an opportunity to earn the same reward by different means. Email the Department of Employee Relations (DER) at derwellness@milwaukee.gov. DER will work with Workforce Health to find a program with the same reward that is right for you in light of your health status.