



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, a 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, chronic condition management, onsite EAP services, financial wellness/education as well as a 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 2020 Health Appraisal will include two steps, an online health questionnaire and telephonic meeting with a health educator. No labs or biometrics will be taken during the 2020 Health Appraisal. The Health Appraisal Packet is available at www.milwaukee.gov/wycm.

3. Is participation in the Health Appraisal mandatory?

Participation is not mandatory; however, if employees/spouses are taking the City's 2021 health insurance they must complete the 2020 Health Appraisal process to avoid a monthly fee. Employees and spouses must complete the Health Appraisal to participate in Healthy Rewards and earn a reward.

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

General city employees may use paid time off (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.

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

The 2020 Health Appraisal includes an online health questionnaire and telephonic meeting with a health educator. Employees and spouses must complete the **Health Appraisal** to be eligible to participate in the **Healthy Rewards Program**. 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 for completing the Health Appraisal and by completing a variety of health and wellness activities. Participants can earn 3 levels of points (75, 100 or 125) to earn a 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/wycm

6. What's new with the 2020/2021 Healthy Rewards Program?

A number of changes were made to the Healthy Rewards Program to accommodate virtual options and to coincide with the Health Appraisal changes. See the updated Healthy Rewards program description available on the wellness website, www.milwaukee.gov/wycm.

7. 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.



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

A Health Reimbursement Account (HRA) is an Internal Revenue Service (IRS) sanctioned employer-funded, tax advantaged health benefit plan that reimburses employees for out-of-pocket medical expenses. A HRA allows employers to give employees tax free funds that can be used for deductibles, co-pays and coinsurance payments for medical and/or dental bills, qualifying medical purchases, and pharmacy prescriptions. Funds roll over from year to year (if unused) and employees have three years to use the funds after separation from the City. The HRA is administered by the City's Flexible Spending Account (FSA) vendor. Visit www.milwaukee.gov/FSA for additional information.

9. What is an FSA/HRA debit card?

The debit card allows employees to access the funds in their Health Reimbursement Account (HRA) or Flexible Spending Account (FSA) immediately at the time of service or purchase 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).

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

No, only under certain circumstances. An employee will receive a debit card if they are newly enrolled in the City's Flexible Spending Account (FSA) or, if not enrolled in FSA, once they qualify for a HRA award under Healthy Rewards. Even if the funds are depleted, the debit 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 FSA type or at the time the Healthy Reward's HRA award 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**.

11. 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 a reward 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.

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

Initial funds are deposited in HRA accounts in February 2021 for participants who qualify for an award tier. After that, funds are deposited 4-6 weeks after an award tier is reached.

13. 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.

14. Do I need to take the City's health insurance to participate in Healthy Rewards or other Wellness Programming?

No, but you must complete the Health Appraisal to be eligible to participate in Healthy Rewards and earn an HRA reward. Employees/Spouses can participate in wellness programs and services without participating in the Health Appraisal and Healthy Rewards program.

15. 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
See the Wellness Information Packet on www.milwaukee.gov/wycm for login instructions.



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

Points can be submitted via email cityofmke@froedtert.com and through the wellness portal www.workforcehealth.org/cityofmilwaukee. Points may also be submitted at the Wellness Center and Traveling Wellness Center sites when they are open or the Workplace Clinic. Save a copy of submitted documents until point totals appear in the wellness portal.

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

Year-round telephonic coaching is available for employees and spouses. Information about scheduling in-person coaching will be posted to the City's Wellness page (www.milwaukee.gov/wycm) when onsite coaching services resume. Year-round nutrition coaching with a registered dietician is available over the phone. To schedule telephonic health or nutrition coaching visit the Wellness Portal (www.workforcehealth.org/cityofmilwaukee) or call 414-777-3410.

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

Aside from the Health Appraisal, 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 presentations/education sessions, EAP or financial wellness presentations, doing volunteer work and completing physical activities. See the Healthy Rewards Program Description for additional point opportunities: www.milwaukee.gov/wycm

19. 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 that is right for you in light of your health status. Requests should be made as soon as possible during the Health Appraisal timeframe.