

# Wellness Incentive Instructions

All incentive requirements must be completed and signed off by the end of February. There is a grace period until March 15 to allow for the submission of forms. Paperwork post marked after the March 15 deadline will be considered for the new Incentive cycle that begins on March 1. All the documents mentioned below can be found at [mennoniteusa.org/what-we-do/the-corinthian-plan/wellness-incentives](http://mennoniteusa.org/what-we-do/the-corinthian-plan/wellness-incentives).

## Q: How do I participate in the wellness incentive?

A: Take these two steps:

### 1. Complete a routine wellness exam with your primary health care provider:

- a. Exams must occur within the current wellness cycle of March 1 through Feb. 28. Exceptions can be indicated by the health care provider if an annual exam is not recommended due to age and/or low risk factors.
- b. After completing the exam, have the primary health care provider complete and sign the physician/health care provider confirmation section on the *Wellness Exam Incentive Authorization* to indicate the routine wellness exam was completed.
- c. Complete the wellness incentive authorization section of the *Wellness Exam Incentive Authorization* to indicate how you would like to receive the wellness incentive money you are eligible for. A separate *Wellness Exam Incentive Authorization* must be completed for each employee and spouse participating in this incentive.
- d. Send the completed *Wellness Exam Incentive Authorization* to Everence, Attn: The Corinthian Plan Administrator, PO Box 483, Goshen, IN 46527, fax to 574-537-6642, or send as an email attachment to [wellness@everence.com](mailto:wellness@everence.com) no later than March 15 following the end of the current wellness cycle of March 1 through Feb. 28.

*Deadline and reward:* Each participating employee and spouse earns \$150 for completing a routine wellness exam within the current wellness cycle of March 1 through Feb. 28.

### 2. Choose a well-being support and accountability activity. Choose one of the following options:

- a. *Well-being conversation:* Engage in a one-time, confidential well-being conversation with the well-being specialist. To initiate the well-being conversation, email [wellness@everence.com](mailto:wellness@everence.com). A limited amount of optional follow-up with the well-being specialist is also available to participants. The well-being specialist will provide the *Well-being Conversation Incentive Authorization* for you to verify you have completed the well-being conversation incentive. Indicate in the wellness incentive authorization section of the document how you would like to receive the wellness incentive money you are eligible for. Send the completed *Well-being Conversation Incentive Authorization* to Everence, Attn: The Corinthian Plan Administrator, PO Box 483, Goshen, IN 46527, fax to 574-537-6642, or send as an email attachment to [wellness@everence.com](mailto:wellness@everence.com) no later than March 15 following the end of the current wellness cycle of March 1 through Feb. 28.
- b. *Well-being Plan:* Create a detailed well-being plan. Fill out the *My Well-being Plan* document and indicate in the wellness incentive authorization section of the document how you would like to receive the wellness incentive money you are eligible for. A separate *My Well-being Plan* must be completed for each employee and spouse participating in this incentive. Send the completed *My Well-being Plan* to Everence, Attn: The Corinthian Plan Administrator, PO Box 483, Goshen, IN 46527, fax to 574-537-6642, or send as an email attachment to [wellness@everence.com](mailto:wellness@everence.com) no later than March 15 following the end of the current wellness cycle of March 1 through Feb. 28. You are strongly encouraged to share your well-being plan with someone after completing it.
- c. *Conference growth/accountability plan (available for pastors only):* If your church conference requires the completion of a yearly growth/accountability plan, this may be an acceptable alternative to completing a well-being plan. If you would like to explore this option, contact The Corinthian Plan director, Duncan Smith, at [duncans@mennoniteusa.org](mailto:duncans@mennoniteusa.org). If your completed growth/accountability plan has been approved by The Corinthian Plan director for the wellness incentive, the director will provide the *Conference Growth/Accountability Plan Incentive Authorization* for you to indicate how you would like to receive the wellness incentive money you are eligible for. Send the completed *Conference Growth/Accountability Plan Incentive Authorization* to Everence, Attn: The Corinthian Plan Administrator, PO Box 483, Goshen, IN 46527, fax to 574-537-6642, or send as an email

attachment to [wellness@everence.com](mailto:wellness@everence.com) no later than March 15 following the end of the current wellness cycle of March 1 through Feb. 28.

*Deadline and reward:* Each participating employee and spouse earns \$150 for completing one of these within the current wellness cycle of March 1 through Feb. 28.

**Q: How much can I earn overall?**

**A:** Each employee can earn a total of **\$300** and each spouse can also earn a total of **\$300**.

**Q: How is the incentive money distributed?**

**A:** Those who earn a reward for participation may choose to receive their payment in one of three ways:

- *Receive a check:* your employer will include this as taxable income on your W-2 statement.
- *Deposit it into your Health Savings Account:* it will not be taxed but counts toward your annual contribution.
- *Donate it to Mennonite Church USA's Fair Balance Subsidy Fund:* The fund provides health premium assistance to congregations. Your employer will include this as taxable income on your W-2 statement and you also may claim it as a tax-deductible contribution. Everence will match the donation you make to the MC USA Fair Balance Subsidy Fund.

**Q: How does this wellness incentive fit with my doctor visits?**

**A:** Building a relationship with your health care provider is one of the desired outcomes of The Corinthian Plan's Wellness Incentive. Use your routine physical (also called a preventive visit) to help you build this relationship and participate in the annual wellness incentive.

If you are enrolled in the CEP health plan, a Tip Sheet is available on The Corinthian Plan webpage to help you navigate your annual preventive visit. In some cases, repeated yearly labs may not be necessary. Your health care provider will make the determination. Also, know that under your *Preventive Benefits*, many preventive services are available at no additional cost to you.

Remember, to ensure proper coding and billing expectations, be sure to clearly communicate to your health care provider that you are there for a *preventive/routine care visit*. If you have further questions about these benefits, please contact your health plan.

**Q: Whom do I contact with questions about the wellness incentive?**

**A:** Contact The Corinthian Plan wellness consultant, Ingrid Friesen Moser, at [ingrid.wellness@gmail.com](mailto:ingrid.wellness@gmail.com). You may also visit the Wellness Incentives webpage at [mennoniteusa.org/what-we-do/the-corinthian-plan/wellness-incentives](http://mennoniteusa.org/what-we-do/the-corinthian-plan/wellness-incentives).

**Q: Is my information I share for the wellness incentive confidential?**

**A:** All personal health information is confidential. Wellness participant results are compiled into a group report describing the health risks and behaviors we possess as a community of people covered under the CEP health plan. For mutual accountability and support in making lifestyle improvements, this group information may be shared among the health plan members, as well as within the denomination.