

## 2025 Employee/Retiree/Covered Spouses Wellness Incentive Form

All full-time employees are eligible for the Wellness Incentive. Additionally, spouses of full-time employees, as well as retirees and their spouses enrolled in the City's Health Plan, are also eligible. Maximum annual incentive per participant is \$400.

**Submit completed forms to Human Resources via:**

[hrbenefits@CityOfChesapeake.net](mailto:hrbenefits@CityOfChesapeake.net) | Fax - 757-382-8501 | ☒ City of Chesapeake Human Resources, 306 Cedar Road, Chesapeake, VA 23322

### Participant Information: To be completed by City of Chesapeake Employee/Retiree/Covered Spouse

Employee/Retiree/Covered Spouse Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Signature to Acknowledge Participant Agreement (pg. 2) \_\_\_\_\_ Date \_\_\_\_\_

### Section I: Employee/Retiree/Covered Spouse can earn \$100 incentive per exam completed. Forms may be submitted separately as each exam is completed.

- **Annual physical** was completed on \_\_\_\_\_ (date).

\_\_\_\_\_  
Name of Verifying Health Professional (print)

\_\_\_\_\_  
Health Professional's Signature

- **Annual eye exam** was completed on \_\_\_\_\_ (date).

\_\_\_\_\_  
Name of Verifying Health Professional (print)

\_\_\_\_\_  
Health Professional's Signature

- **Semi-Annual dental** exam was completed on \_\_\_\_\_ (date).

\_\_\_\_\_  
Name of Verifying Health Professional (print)

\_\_\_\_\_  
Health Professional's Signature

### Section II: Employee/Retiree/Covered Spouse can earn \$100 for completion of a colonoscopy, mammogram, prostate screening, or skin cancer screening OR \$50/each (max of 2) for a vaccine, completion of a Cologuard screening, attending one wellness webinar, or completing one wellness challenge.

#### Check exam completed (max of 1), add completion date, and obtain signature:

Colonoscopy Date: \_\_\_\_\_  Prostate Screening Date: \_\_\_\_\_  
 Mammogram Date: \_\_\_\_\_  Skin Cancer Screening Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Verifying Health Professional (print)

\_\_\_\_\_  
Health Professional's Signature

**OR**

#### Check item completed (max of 2), add completion date, and attach proof of completion:

Vaccine (Flu, COVID, Tetanus, Shingles) Date: \_\_\_\_\_  
 Cologuard Screening Date: \_\_\_\_\_  
 Attend One Wellness Webinar Date: \_\_\_\_\_  
 Complete One Wellness Challenge Date: \_\_\_\_\_

*\*All exams, vaccines and/or wellness activities must be completed between January 1, 2025, and December 31, 2025, to be eligible for the 2025 Wellness Incentive. Participants may submit an Explanation of Benefits (EOB) or receipt of services in lieu of health provider signatures.*

To allow adequate time for processing, all Wellness Incentive Forms must be submitted to Human Resources by

December 31, 2025. Forms submitted after this date will not be accepted.

#### Eligibility

- All full-time employees are eligible.
- Spouses of full-time employees enrolled in the City's health plans are eligible.
- Retirees and retiree spouses who are enrolled in the City's health plans are eligible.

#### Additional Information

- A maximum of \$400 per eligible individual can be earned by completing a combination of exams, vaccines and/or wellness activities.
- Exams, vaccines and/or wellness activities must be completed in 2025.
- Incentive forms may be submitted to Human Resources as exams, vaccines and/or wellness activities are completed.
- Funds can be used for [eligible medical, dental, or vision expenses](#).
- If you are on the City's health, dental, and/or vision plans, you are allowed:
  - One physical exam every 305 days through the health plan
  - One eye exam every calendar year through the health or vision plan (an eye exam is covered at 100% through the Sentara VSP plan or with a \$15 copay through the Davis Vision plan)
  - Two dental exams per year through the dental plan (only one dental exam counts for the \$100 incentive)
- Full (Not Partial) Physical exams administered by the City's occupational health provider qualify for the Wellness Incentive; however, eye exams must be administered by an Optometrist or Ophthalmologist.

#### Incentive Payout

- If you are on the City's HMO, POS, PPO or CDHP and have a medical flexible spending account (MFSA) the incentive will be deposited into a Health Reimbursement Account (HRA). If you are not covered by the City's health insurance, funds will be deposited into a MFSA account.
  - Once your incentive is processed, funds will be available for use on a debit card issued by Health Equity.
  - Wellness Incentive funds deposited into a HRA or MFSA will expire on December 31, 2025.
  - Funds can be accessed by using the debit card through December 31, 2025 or by submitting claims for reimbursement with dates of service between January 1, 2025 and December 31, 2025 until March 31, 2026.
- If you are on the City's CDHP and have a Health Savings Account (HSA), the earned funds will be loaded to your HSA and will not expire.

**The deadline to submit your Wellness Incentive form(s) to Human Resources is December 31, 2025.**

***Participant Agreement:*** I hereby agree to release and hold harmless the participating organization, their employees and any other persons acting on their behalf from any liability or claim, including any claim of personal injury with respect to this service. I agree, to the best of my knowledge and belief, that all statements and answers to the questions in this form are complete and true. I further acknowledge that falsification of information on this application will be considered fraud and will result in immediate loss of my wellness program incentive. In addition, fraudulent activity will be reported to Human Resources for further review in relation to City of Chesapeake policies.