



# Health & Wellness Reimbursement Program

**School Year 2023-2024**

# What is the Health & Wellness Reimbursement Program?

## Plan overview

Eligible employees will have up to \$1,500 to be reimbursed for eligible Health & Wellness expenses for school year 2023-2024. The portal is available on the HealthEquity website to request reimbursement. Eligible expenses incurred will run through the following period:

- August 4, 2023 to December 08, 2023
- January 1, 2024 to May 24, 2024

No claims are to be submitted between December 9 to December 31, 2023 to allow for payroll reporting and year-end W2 processing.

**\*\* Claims submission will restart 1/1/24.**



# What is the Health & Wellness Reimbursement Program?

## Please Note:

- The Lifestyle Spending Account (LSA) managed by HealthEquity is an employer funded program and is **taxable income**. Employees will see the employer paid reimbursement reported on the payroll stub in income but then deducted out with only applicable taxes withheld.
- Please check with your tax preparer or the IRS if you have questions about how to treat it on your annual income taxes.



# Who is Covered?

- ✓ Full time employees
- ✓ Legal Dependents
- ✓ Legal Spouse (Married)

The only positions that are NOT eligible are listed below:

- Lifeguard
- Seasonal
- Contractor
- Outside Athletic Coach
- CCSD Substitutes
- ESS Substitutes/ Long term substitutes



# Any gym/fitness club membership fees

- ✓ Gym Memberships
- ✓ Fitness classes
- ✓ Personal Trainers
- ✓ Club membership fees
- ✓ Locker rental fees





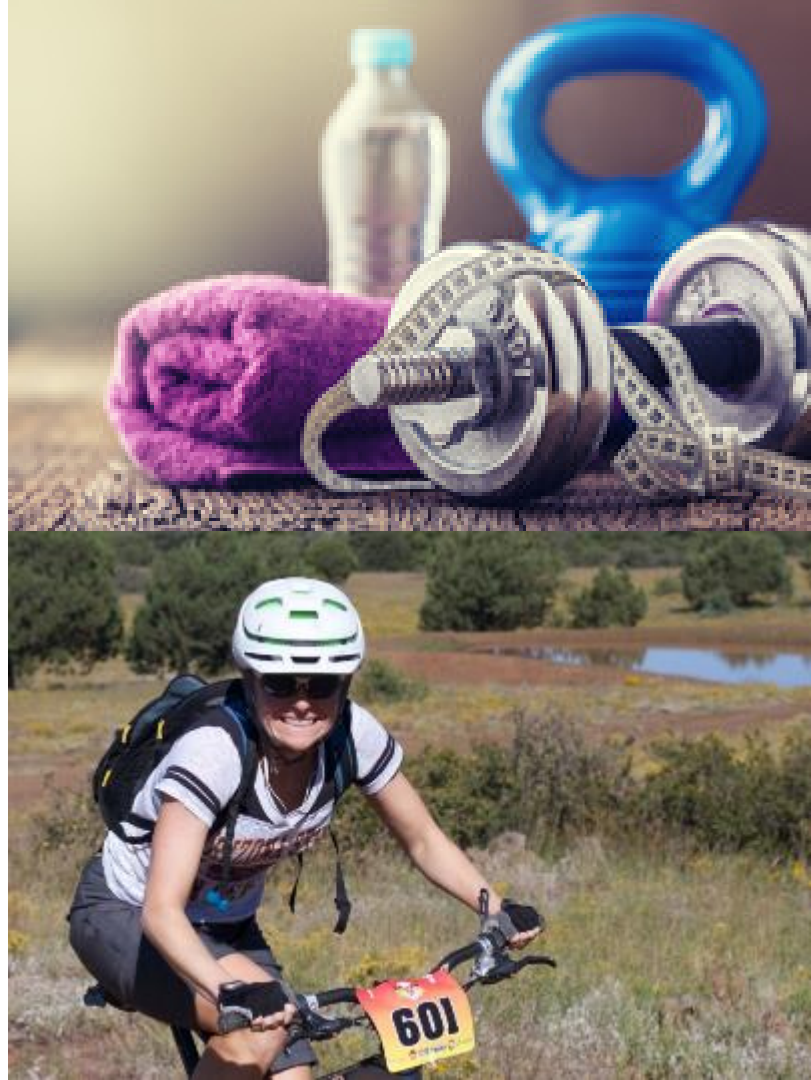
# Any sports activities or fees

- ✓ Recreational/sports activities
- ✓ Any health & wellness lessons
- ✓ Marathons/triathlons
- ✓ 3k/5k races and walks
- ✓ Bike races



# Any sports clothing, footwear, equipment, training and wearable devices

- ✓ Sports clothing
- ✓ Sports footwear
- ✓ Fitness equipment (treadmill, stationary bike, dumbbells, etc.)
- ✓ Wearable device





# Outdoor/Indoor equipment fees and rentals

- ✓ Canoe
- ✓ Rafting
- ✓ Kayaking
- ✓ Skiing
- ✓ Biking





# Subscriptions and fees for virtual/online home fitness classes

- ✓ Virtual and online home fitness classes
- ✓ Subscriptions and fees (apps, blogs, magazines)



# Traditional Holistic Healing

- ✓ Traditional ceremony
- ✓ Blessings
- ✓ Healing
- ✓ Prayers

\*A receipt form will be located on the  
Human Resources page at [CCSDNM.org](https://CCSDNM.org)



# General Health & Wellness

Health & Wellness products and services:

Examples could be:

- ✓ Massage Therapy (not for treatment of medical condition)
- ✓ Spa services (facial and manicure/pedicure)
- ✓ Sleep masks





# What is not eligible

- ✓ Nursery/Daycare fees
- ✓ Cosmetic
- ✓ Medical treatment or referral for medical treatment





# Important Dates

- ✓ Any purchases made before August 4th, 2023 or hire date will not be eligible for reimbursement and claim(s) will be denied.

All eligible purchases and claims will run through the following periods:

**August 4, 2023 - December 08, 2023**

**January 1, 2024 - May 24, 2024 @ 9:00 pm MST**

- ✓ No claims are to be submitted between December 9 to December 31, 2023 to allow for payroll reporting and year-end W2 processing.
- ✓ Purchases still can be made between that period and claimed after Jan. 1, 2024.



# How to register

## Health & Wellness Reimbursement Program

1. Register at HealthEquity
  - a) To register, click on “Log in/register”
  - b) Click on WageWorks and then Employee Login:  
[www.HealthEquity.com/wageworks](https://www.HealthEquity.com/wageworks)
2. Use your work email to create your login
3. If you have a Flexible Spending Account with HealthEquity please login with your existing username and password

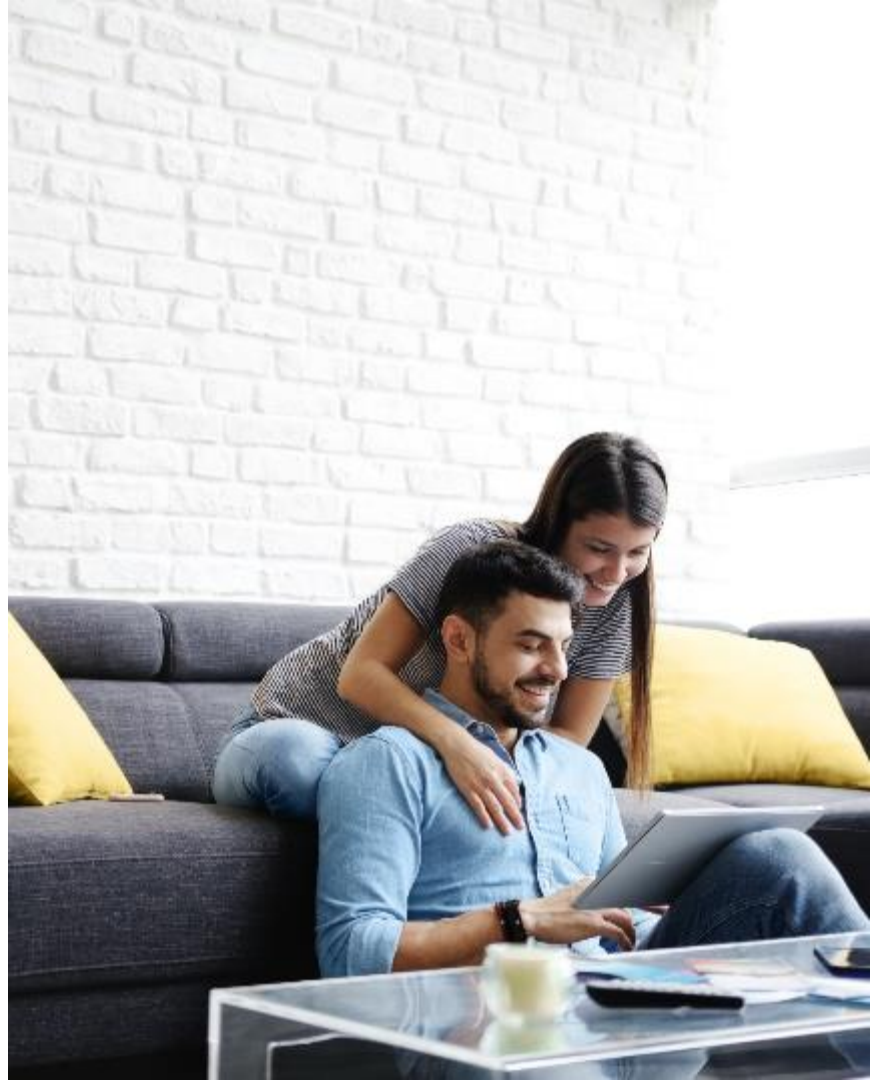


# Submitting a claim

HealthEquity requires supporting documents to be uploaded in the portal to process a claim.

- ✓ Recipient's name
- ✓ Name of the service provider (retail, organization, fitness facility)
- ✓ Description of service or items
- ✓ Payment/purchase amount (cost)
- ✓ Service/purchase date/period

\*A receipt form will be located on the Human Resources page at [CCSDNM.org](https://CCSDNM.org)



# Questions?

If you need assistance, please contact:

- 877.924.3967 | [HealthEquity.com/wageworks](https://HealthEquity.com/wageworks)
- Marlena Harvey, Phone: 505.598.1018 ex:10126 or 505.419.9212 email: [harvm@centralschools.org](mailto:harvm@centralschools.org)
- Arielle John, Phone: 505.598.1018 ex: 10126 or 505.629.8161 email: [johnar@centralschools.org](mailto:johnar@centralschools.org)

You may also visit the CCSD website at:

<https://www.ccsdnm.org/HealthWellnessReimbursementProgram.aspx>





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