

May-September 2009

HEALTH WATCH



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THIS IS YOUR LAST ISSUE OF HEALTH WATCH



Don't Worry...The Wellness & Prevention Program is staying the same, just the communication is changing.

Beginning with Open Enrollment for 2010

Information about the Wellness & Prevention program will be printed *once a year* in a publication that will be included in the *Employee Benefits Handbook* distributed each fall in your Open Enrollment Benefits Packet.

Don't forget to look for your

Guide to Wellness & Prevention 2010

this October during Open Enrollment.

"An ounce of prevention is worth a pound of cure."

-Henry de Bracton

MEET THE STAFF

Consolidated Benefits Office - Wellness & Prevention

Phone: (757) 263-1060 Fax: (757) 263-1123

Email: wellness@vbschools.com

Mailing Address: 2512 George Mason Drive, Virginia Beach, VA 23456

Physical Address: 2387 Court Plaza Drive, Admin Annex, 2nd Floor

Leslie Darden - Wellness Program Specialist

Leslie's passion and interest in the Health and Wellness field began at an early age. In high school she worked at a local gym as an Aerobic Instructor and Personal Trainer. She attended Virginia Tech University to obtain her Bachelor of Science in Exercise & Health Promotion. After graduation she entered the field of Corporate Fitness. She worked and managed several corporate fitness facilities including the Securities & Exchange Commission (SEC) in Washington D.C., Freddie Mac in Northern Virginia, and GE Financial Assurance (now Genworth Financial) in Richmond, VA. After a short stay in California, where she worked as an Account Manager for Office Workouts, she moved to Virginia Beach in 2003 to work in the Consolidated Benefits Office coordinating and managing the Wellness & Prevention Program for City of Virginia Beach and Virginia Beach City Public Schools employees.

Maureen Mullin - Case Management Specialist

Maureen has been a health educator and health coach for the past eighteen years. She holds her Bachelor of Arts in Social Work from the University of Iowa and Master of Science in Community Health Education from Old Dominion University. Her background includes working for a mental health practice where she developed and presented classes for people with chronic pain, stress management seminars, parenting and memory classes. She also spent ten years working as a health educator with the Commonwealth's employee wellness program where she developed and delivered health education programs and worked as a health coach to help people make healthy lifestyle changes. She continues her work in the wellness field as the Care Manager for Wellness and Prevention.

Renee Mixon - Wellness Specialist

Renee received her Bachelor of Science in Dietetics from Louisiana State University. Upon graduation she moved to Mississippi and became a nutrition counselor at a local weight loss clinic. She then moved to California where she worked as a health coach and personal trainer at the fitness facility on Naval Air Station Lemoore. She came to Virginia in 2005 and continued working as a personal trainer at local gyms and also designed a nutrition program for the Princess Anne Recreation Center. She joined the Wellness & Prevention Program in 2006 as the Wellness Assistant and has recently been promoted to Wellness Specialist.

Lauren England - Wellness Assistant

Lauren received her Bachelor of Arts in Health and Human Services from Virginia Wesleyan College and currently received her Master of Public Administration from Old Dominion University. While completing her internship for Virginia Wesleyan College, she worked with Virginia Beach Human Services Prevention Unit and the American Cancer Society to rebuild the Virginia Beach Smoke-Free Coalition. She also served as a building supervisor of the campus recreation facility. She joined the Wellness and Prevention team in 2007 as a Wellness Assistant.

Makenzie Martinez - Wellness Associate

Makenzie received her Bachelor of Art degree in Leisure/Recreation Management from the University of Mississippi. Upon graduation, Makenzie moved to Key West, Florida to fill the position of Sports Coordinator for the Naval Air Station Key West. After two years she was promoted to Fitness Director for the base where she managed all fitness facilities and fitness programs. She has certification from the Cooper Institute which provides knowledge in fitness, nutrition, and healthy living. She has recently begun working as a Wellness Associate for the Wellness & Prevention team.

STAY CONNECTED

There are several ways to stay connected with the Wellness & Prevention Program and its offerings. Read below to learn how you can access program information and receive updates.



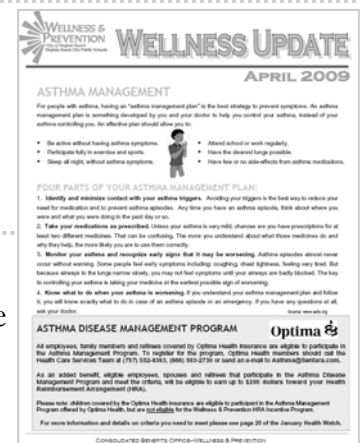
Beginning with Open Enrollment for 2010, information about the Wellness & Prevention program will be printed *once a year* in a publication that will be included in the *Employee Benefits Handbook* distributed each fall in your Open Enrollment Benefits Packet. Don't forget to look this October during Open Enrollment for your *Guide to Wellness & Prevention 2010*.

Wellness Updates are sent to all employees from wellness@vbschools.com each month.

A hard copy is also mailed to all Wellness Ambassadors* to be posted and made available for everyone at their worksite.

***Wellness Ambassadors** are employees who volunteer their time to act as a liaison between W&P and their worksite. Wellness Ambassadors distribute wellness information and can answer many questions.

*Visit the W&P website to see a complete list of Wellness Ambassadors.



Access the Wellness & Prevention **WEBSITE** by following the steps below.

CITY EMPLOYEES:

Work Access:

- ☞ <https://beachnet.vbgov.com/>,
- ☞ Click on Consolidated Benefits Office
- ☞ You will be prompted to enter your City of Virginia Beach network login & password
- ☞ Click on Wellness & Prevention

Home Access:

- ☞ <https://benefits.vbgov.com>
- ☞ You will be prompted to enter your City of Virginia Beach network login & password
- ☞ Click on Consolidated Benefits Office
- ☞ Click on Wellness & Prevention

SCHOOL EMPLOYEES:

Work Access:

- ☞ <https://vbcps.com>
- ☞ Click on Benefits & Pay
- ☞ Click on Wellness & Prevention

Home Access:

- ☞ <https://vbcps.com>
- ☞ You will be prompted to enter your Schools network login & password
- ☞ Click on Benefits & Pay
- ☞ Click on Wellness & Prevention



If you experience trouble logging in, please contact the help desk.

City: 385-4699 or 385-4357

Schools: 263-1111

REMINDER ABOUT PROGRAM ELIGIBILITY

The Wellness and Prevention Program (W&P) is for **BENEFITS-ELIGIBLE** employees of the City of Virginia Beach and Virginia Beach City Public Schools. Retirees **COVERED** by a City/School Optima Health insurance policy and meet one of the following criteria are also eligible: 1) Must have 25 yrs of service with CVB or VBCPS or a combination of both or 2) Must be the policy holder. Spouses **COVERED** by a City or School health insurance policy are eligible for some programs.

DISCLAIMER: The City of Virginia Beach and the School Board of the City of Virginia Beach reserves the right to modify, amend, or terminate its Wellness & Prevention Program offerings as they apply to all future, current, and/or retired employees and their dependents, as available. The program offerings do not represent a contractual commitment and may be changed at any time without notice.



PERSONAL HEALTH PROFILE

Do you want to learn about your health risks?

Do you want to learn how you can improve your health and prevent disease?

Now you can, by completing an online questionnaire, called a **Personal Health Profile (PHP)**.

- ☞ Members who complete a PHP will receive a **personal wellness report**, with information about their health risks and lifestyle behaviors.
- ☞ This report includes recommendations on ways to improve individual health based on your habits and behaviors, including nutrition and daily activities.
- ☞ Group results (aggregate data) will help W&P in planning future wellness initiatives by assessing the needs of the CVB/VBCPS workforce.
- ☞ As an added benefit, Wellness & Prevention will send you **two movie tickets***!



***Movie tickets** will be distributed as follows:

PHP MOVIE TICKET DISTRIBUTION SCHEDULE



If you complete and submit your PHP Online between the following dates:	Your movie tickets will be mailed before the following date:
January 1 – March 31, 2009.....	June 1, 2009
April 1 – June 30, 2009.....	September 1, 2009
July 1 – September 31, 2009.....	December 1, 2009
October 1 – December 31, 2009.....	March 1, 2010

ELIGIBILITY: City/School employees and retirees covered by a CVB/VBCPS Optima Health insurance plan may complete the PHP and are eligible to receive the movie tickets offered by W&P.

Spouses and dependents covered by Optima Health may complete their own PHP, but they are not eligible for the movie tickets offered by W&P.

Benefits-Eligible City and School employees not covered by a CVB/VBCPS Optima Health insurance plan may request a Personal Wellness Profile (PWP), via wellness@vbschools.com, to be completed and returned to W&P for processing. Your PWP report and movie tickets will be distributed based on the same schedule shown above.

IMPORTANT! The Personal Health Profile (PHP) is intended to help you identify opportunities to improve overall health and is not a predictor of health risk. All data (both aggregate and individual) received from the PHP is kept **confidential** and in no way impacts individual health coverage or affects group insurance rates and coverage.

PERSONAL HEALTH PROFILE

The Personal Health Profile (PHP) is intended to help you identify opportunities to improve overall health and is not a predictor of health risk. All data (both aggregate and individual) received from the PHP is kept confidential and in no way impacts individual health coverage or affects group insurance rates and coverage.

1 Where can I find the online personal health profile?

Visit the OptimaHealth web site at www.optimahealth.com.

☞ Click on “MEMBERS’ link

☞ If this is your first visit, you will need to register. Go to Step 2.

☞ Already a registered member with OptimaHealth.com? Skip Step 2 and proceed to Step 3.



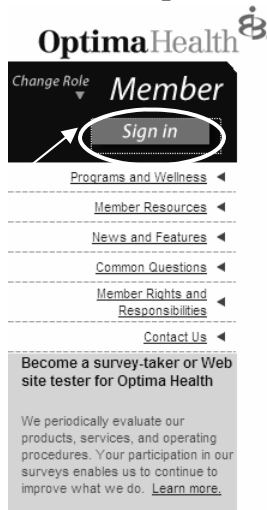
2 Follow these steps to register as a member on OptimaHealth.com

☞ Have your Optima ID card available

☞ Click on Member **Sign In**

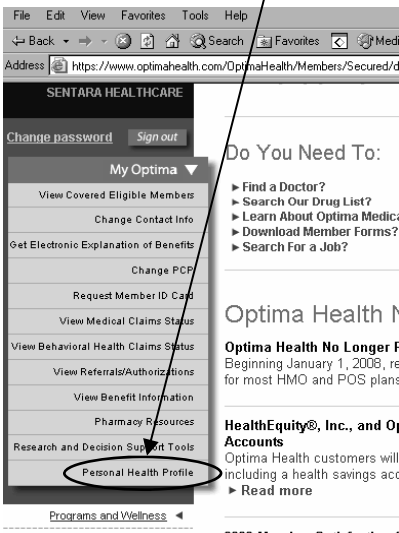
☞ After you click on Sign In, you will need to complete a brief online form to begin the registration process.

☞ Upon completion of the form, you will be sent a confirmation email to alert you that the registration process is complete.



3 Login into the Member area. (If this is your first visit, you will need to register...Go back to Step 2.)

Once you are logged in you will see a screen similar to the picture below. Look for the link to **Personal Health Profile**, the arrow is pointing to the link below.



☞ By clicking this link you will see a personal welcome page, with a link “Do it now.”

☞ To start your health risk assessment, click on the blue link “**Do it now**” and you will be prompted to start answering questions.

☞ If you are unable to finish the questionnaire at one time, you can save it and return to it later.

☞ Once you have completed and submitted the questionnaire, you will see your wellness report.

☞ You can print your personal report and a shorter report to take to your health care provider’s office.

☞ You can complete this personal health profile once a year.

WELLNESS AMBASSADORS

Supporting Wellness at your Worksite

“Best of” Wellness Ambassador’s are being recognized for going above and beyond the call of duty by maintaining a W&P bulletin board and coordinating a W&P event at their worksite.

BEST of

Wellness Ambassadors



COMIT Michelle Howard
 Commissioner of the Revenue..... Joan Snellings
 Human Services-Pendleton Child Service Center.....
 Matt Donovan
 Human Services-Supportive Residential Services
 (MHSA) Cheryl Dean
 Library-Admin Beverli Dewberry
 Library-Central Information Services . Cheryl Gayton
 Parks & Recreation-Landscape Services Janis Peach
 Planning-Operations Brenda Riggs
 Public Works-Highways/Operations ... Sandra Morse

Advanced Technology Center Cheri Swofford
 Bayside MS..... Anne Fox
 Great Neck MS Amy Abbott
 Green Run ES Melanie Harris
 Holland ES Cathleen Coward
 Kellam HS..... Darcy Mahler
 Kingston ES Savina Powell
 Larkspur MS Cheryl Utz
 Malibu ES Gloria Liston
 Ocean Lakes ES..... Hanna Anderson
 Pembroke ES..... Emma Bertok
 Pembroke Meadows ES..... Deborah Johnson
 Seatack ES..... Sheila Wilson
 Supply Services Karen Ransom
 Technology Annex Susan Baldwin
 Technology—Instructional Resources Center..... Jackie Brown
 Windsor Oaks ES Linda Hefner

A complete list of all City and School Wellness Ambassadors* can be found on the Wellness & Prevention website.

*A Wellness Ambassador is an employee who volunteers their time to act as a liaison between W&P and your worksite. Questions and concerns can be addressed through these volunteers who also distribute monthly updates and other W&P information.

HEART WALK "WALKER" REGISTRATION FORM

for the Virginia Beach City & School Wellness & Prevention Team


You can make a difference in your local community by participating in the **Start! Heart Walk**. Together with your co-workers and family members you can raise funds that will help fund research for heart disease and stroke — this country's No. 1 and 3 killers.

Start! South Hampton Roads Heart Walk at Mt. Trashmore Park on Sunday, September 13th

♥Pre Event Festivities begins at 12:00 p.m. ♥Start! Walking at 1:00 p.m.
♥Rain or Shine! ♥Dogs are welcome! ♥Visit www.americanheart.org for more information.

TO REGISTER AS A WALKER ON THE W&P TEAM:

- ♥ Mail this form with your minimum \$10 donation/per participant to the Benefits Office - W&P.
- ♥ A minimum **\$10 Donation** is required to register on the W&P Team. (*\$10 donation required for each family member.*)
- ♥ **Staple** check or money order to this form and make **payable to: American Heart Association.**
- ♥ Registration deadline for the W&P team is **Thursday, August 13, 2009.**
- ♥ Late registrations can be made through the AHA. Please contact numbers: 628-2611 or 628-2608.

Participants Name	<i>Circle One:</i> <i>City School Retiree</i>	T-Shirt Size Circle One Below
<i>Write Employee's Name Here</i>	<i>Write Employee's Phone Number Here</i>	Adult Sizes: S M L XL 2XL 3XL
<i>Write Employee's Work Location Here. School or Department/Division</i> <i>Please be specific. T-shirts will be mailed to this location.</i>		
<i>Write Family Member's Name Here</i>		Adult Sizes: S M L XL 2XL 3XL Child Sizes: XS S M L
<i>Write Family Member's Name Here</i>		Adult Sizes: S M L XL 2XL 3XL Child Sizes: XS S M L
<i>Write Family Member's Name Here</i>		Adult Sizes: S M L XL 2XL 3XL Child Sizes: XS S M L
 <i>Write your pet's name here if you would like to receive matching bandanas for them.</i> And please add \$2 to your donation. \$2/per bandana.		

The Participant or Parent/Guardian of a minor Participant (the "Undersigned") acknowledges that the activities listed above are potentially hazardous. By signing below, the Undersigned for himself/herself or anyone for whom he/she is legally responsible agrees to the terms stated herein. The Undersigned shall not enter or allow the minor to enter an activity unless he/she is medically fit and properly trained. The Undersigned shall abide by any decision of an event official relative to his/her ability to safely complete the activity. The Undersigned agrees to assume all risks associated with participation in this event, including, but not limited to, falls, contact with other participants, the effects of weather, including high heat and humidity, traffic, and the conditions of any road, trail or path. The Undersigned further RELEASES, DISCHARGES AND AQUITS, all sponsors, the City of Virginia beach and the School Board of the City of Virginia Beach and their respective employees, agents, volunteers, servants and officials from any and all claims, demands and actions for any loss, cost, expense, damage or injury to his/her person or property arising out of his/her participation in any of the activities listed above. The Undersigned further grants permission to all of the foregoing to use any photographs, motion pictures, or any other record of this event for any legitimate purpose.

Signature _____ Date _____

DEADLINE IS AUGUST 13TH

HEALTH REIMBURSEMENT ARRANGEMENT INCENTIVE PROGRAM

Earn dollars toward a **Health Reimbursement Arrangement (HRA)** by participating in a variety of healthy screenings and programs. See complete list below.

WHAT IS A HEALTH REIMBURSEMENT ARRANGEMENT (HRA)? An HRA is a tax-free account the W&P Program established to help participants pay for eligible out-of-pocket health care expenses, such as deductibles, coinsurance, copays, pharmacy expenses, dental, vision care, and other expenses not covered by your health plan. Many medically necessary over-the-counter items are also eligible.

WHAT ARE THE BENEFITS OF HAVING AN HRA ACCOUNT?

- ♥ Employees can accumulate money for future healthcare expenses.
- ♥ Contributions applied to your HRA will not have taxes withheld and will not be included as taxable income.
- ♥ Employees can be reimbursed for a wide range of eligible health care expenses.

What programs can I participate in to receive contributions toward my HRA account?

Below is a list of all HRA Incentive Programs:

Eligible W&P Programs	Incentive amount credited toward HRA account for completion/participation of program
♥Mammography Screening Program	\$30 per calendar year
♥Prostate Screening Program.....	\$30 per calendar year
♥Colorectal Screening Program	\$100 per calendar year
♥F.I.T. Program.....	up to \$200 per calendar year
♥Partners in Pregnancy Program.....	\$200 per pregnancy
♥Asthma Management Program.....	\$200 per rolling year
♥Diabetes Management Program	\$200 per rolling year

Details on the individual program listed above can be found in this Health Watch.

WHEN CAN I START USING THE FUNDS IN MY HRA ACCOUNT? Your W&P contributions will be credited to your HRA account following the schedule below. Once the credit is made, you can begin submitting claims for eligible expenses incurred retroactively to January 1, 2009; unless you began employment on a later date. If so, you may submit claims for services incurred retroactively to your first date of employment.

HRA CREDIT SCHEDULE

If you participate/complete a program and documentation is submitted between the following dates:	Your HRA Account credit will be available on:
January 1 – March 31, 2009	June 1, 2009
April 1 – June 30, 2009	September 1, 2009
July 1 – September 31, 2009	December 1, 2009
October 1 – December 31, 2009	March 1, 2010

F.I.T. PROGRAM INCENTIVES WILL BE CREDITED AS FOLLOWS:

In June following the July-December enrollment period and in December following the January-June enrollment period.

Please note: You must be eligible for the W&P Program at the time the incentives are issued. If you terminate employment, retiree without City/School health insurance or become Medicare eligible before the incentive issue dates (Refer to HRA Credit Schedule), you will not be eligible for the HRA credit.



HEALTH REIMBURSEMENT ARRANGEMENT INCENTIVE PROGRAM

HOW CAN I CHECK MY ACCOUNT BALANCE? Call Flexible Benefit Administrators, Inc. (FBA) at **340-4567** or (800) 437-FLEX from 8:30am to 5:00pm., Mon-Fri. You may also access your account information, via their secure website: www.flex-admin.com. You must first contact FBA at 340-4567 or via email at passcode@flex-admin.com to request a user id and login password.

WHAT “ELIGIBLE EXPENSES” CAN I SUBMIT FOR REIMBURSEMENT FROM MY HRA ACCOUNT? In general, the same expenses that are eligible for reimbursement from an FSA are eligible for reimbursement through an HRA. Eligible deductibles, coinsurance, copays, out-of-pocket medical, dental, vision care expenses and many over-the-counter medications are eligible. A complete IRS publication 502, listing of eligible medical expenses; can be ordered by calling the IRS at (800) 829-3676. You may also call Flexible Benefit Administrators at 340-4567 to inquire if your expected medical expense will be eligible under tax code regulations.

HOW DO I UTILIZE FUNDS CREDITED TO MY HRA ACCOUNT? After your W&P program participation is documented and processed, your incentive contribution will be credited to your account. Once the credit is posted (please refer to HRA Credit Schedule) you may begin utilizing your funds in one of two ways:

1 Benefits Card- allows you to pay for eligible health care expenses electronically at approved service providers and merchants. The Benefits Card provides you with instant access to available funds in your HRA account.

- If you have a Flexible Spending Account (FSA), the card you have is already linked to your HRA account.
- To receive a card, please complete a Benefits Card Request Form. (*Available on the Wellness & Prevention website.*)

2 Paper claims submission* – If a paper reimbursement request is submitted, your reimbursement will be made using one of the following options:

- *Direct Deposit* – A direct deposit will be made to the bank account designated by the participant
- *Check* – A reimbursement check will be mailed directly to the participant’s home

**Paper claim submission is encouraged for reimbursement of all over-the-counter medications and 3rd and 4th Tier Pharmacy since documentation will be required.*

WHAT WILL BE THE PROCEDURE FOR REIMBURSEMENT IF I HAVE AN FSA AND AN HRA? If you have funds available in both your FSA and HRA, your reimbursement will be paid from your FSA account first. After you are reimbursed up to the annual amount elected in your FSA, your reimbursements will be taken from your HRA. *This process of reimbursement will ensure that you do not lose funds in your FSA if eligible expenses are submitted, and will allow remaining HRA funds to roll over to the next year.*

HOW DO I GET A BENEFITS CARD? If you participate in the FSA plan and already have a Benefits Card, you will not be issued a new card. The same card can be used for the FSA and HRA plans. If you do not have an FSA plan and wish to utilize the Benefits Card for your HRA reimbursements, you must complete a **Benefits Card Request Form** (*Available on Wellness & Prevention website.*)

IF I AM A SPOUSE OF A VIRGINIA BEACH CITY OR SCHOOL EMPLOYEE WILL I RECEIVE AN HRA CREDIT? Spouses covered by a city/school Optima Health insurance plan are eligible for several of the incentive programs and are eligible to receive the incentive amount for each program; however, the HRA account will be established in the CVB/VBCPS employee’s name.

WHAT HAPPENS TO MY HRA IF I TERMINATE EMPLOYMENT? If you terminate employment you are eligible to submit claims for reimbursement of any funds remaining in your account at the time of your termination. However, you must have incurred the expenses by the end of the month in which your employment ended. You must submit your expenses for reimbursement no later than March 31st following the end of the plan year, or reimbursement will be denied and funds will be forfeited.

WHAT HAPPENS TO MY HRA IF I RETIRE? If you retire and continue coverage on the City/Schools health plan, you may continue participation in the HRA. Funds contributed on your behalf as an employee will remain in your HRA and you may continue to receive contributions in your HRA for participation in eligible W&P programs. Once you are no longer eligible for the City/Schools health plan, you will no longer be eligible for an HRA. You are eligible to submit claims for reimbursement of any funds remaining in your HRA account at the time of your retirement. However, you must have incurred the expenses by the end of the month in which you retired. You must submit your expenses for reimbursement no later than March 31st following the end of the plan year, or reimbursement will be denied and funds will be forfeited.

PLEASE NOTE: You must be eligible for the W&P Program at the time the incentives are issued. If you terminate employment, retiree without City/School health insurance or become Medicare eligible before the incentive issue dates (Refer to HRA Credit Schedule), you will not be eligible for the HRA credit.

UNDERSTANDING THE HRA

Simple steps for understanding the HRA Incentive Program.

STEP 1:

Sign up & Participate in an **HRA Incentive Program** designed by Wellness & Prevention.
See previous pages for list of participating programs.



STEP 2:

Refer to HRA Credit Schedule below to see when your HRA Credit will be available.



STEP 3:

Once your HRA Credit is available you can begin submitting claims to **Flexible Benefits Administrators**.

2 WAYS TO ACCESS YOUR HRA CREDIT

Paper Claims Submission

- 💰 Submit receipts attached to a FSA/HRA Claims Reimbursement Form.
- 💰 Claims can date back to January 1st of the year in which you are submitting.

Benefits Card

- 💰 Request a "Benefits Card" from FBA and use just like a Visa Debit Card to access your HRA Credit.
- 💰 To be used on future expenses only.



Don't have current medical expenses?
No worries...HRA credits rollover.



Call Flexible Benefit Administrators (FBA) at 340-4567 for account information or to check your balance.

HRA/FSA Claims reimbursement forms should be faxed to FBA at 431-1155
or by mail: P.O. Box 8188 Virginia Beach, VA 23450.

Questionings concerning your participation in an HRA Incentive Program should be directed to the Wellness & Prevention Program at 263-1060 option 2.



HRA 101*

Want to earn some extra money? Come and learn more about the Health Reimbursement Arrangement (HRA) Plan and W&P programs, including ways to earn HRA incentive dollars and how to use them.

Course Code: WELL-0273-08-001

Facilitator: Leslie Darden, Wellness & Prevention
Location: Organizational Development Training Room
2387 Court Plaza Dr, 23456
Date: Tuesday, July 7, 2009
Time: 12:30 p.m. - 1:30 p.m.

Course Code: WELL-0273-08-002

Facilitator: Leslie Darden, Wellness & Prevention
Location: Organizational Development Training Room
2387 Court Plaza Dr, 23456
Date: Tuesday, July 21, 2009
Time: 5:30 p.m. - 6:30 p.m.

*Advance registration is required for HRA 101 classes. To register, complete the Health Education Class Registration Form on page 30.

MAMMOGRAPHY, PROSTATE & COLORECTAL SCREENING PROGRAMS

2009 CANCER SCREENING INITIATIVE

January 1 through December 31, 2009

AMERICAN CANCER SOCIETY GUIDELINES FOR THE EARLY DETECTION OF CANCER

The following cancer screening guidelines are recommended for those people at average risk for cancer (unless otherwise specified) and without any specific symptoms. People who are at increased risk for certain cancers may need to follow a different schedule, such as starting at an earlier age or being screened more often. Those with symptoms that could be related to cancer should see their doctor right away.

BREAST CANCER

- ♥ A baseline screening is recommended for women starting at age 40 and annual mammograms are recommended to continue for as long as a woman is in good health.
- ♥ Clinical breast exams should be part of a periodic health exam, about every 3 years for women in their 20s and 30s and every year for women 40 and over.
- ♥ Women should know how their breasts normally feel and report any breast change promptly to their health care providers. Breast self-exam (BSE) is an option for women starting in their 20s.

PROSTATE CANCER

Both the prostate-specific antigen (PSA) blood test and digital rectal examination (DRE) should be offered annually, beginning at age 50, to men who have at least a 10-year life expectancy. Men at high risk (African-American men and men with one or more first-degree relatives [father, brothers] diagnosed before age 65) should begin testing at age 45. Men at even higher risk, due to multiple first-degree relatives affected at an early age, could begin testing at age 40.

COLON AND RECTAL CANCER

Beginning at age 50, both men & women should follow 1 of these 5 testing schedules:

- ♥ yearly fecal occult blood test (FOBT) or fecal immunochemical test (FIT)
- ♥ flexible sigmoidoscopy every 5 years
- ♥ yearly FOBT or FIT, plus flexible sigmoidoscopy every 5 years
- ♥ double-contrast barium enema every 5 years
- ♥ colonoscopy every 10 years

People should talk to their doctor about starting colorectal cancer screening earlier and/or undergoing screening more often if they have any of the following colorectal cancer risk factors: a personal history of colorectal cancer or adenomatous polyps, a strong family history of colorectal cancer or polyps a personal history of chronic inflammatory bowel disease, or a family history of an hereditary colorectal cancer syndrome.

HRA INCENTIVE

Receive dollars toward your HRA account by attaching documentation* to your Incentive Coupon before mailing it to the Benefits Office-W&P

See section on the HRA Incentive Program inside this Health Watch for more details.

*Documentation must include a your name, date and screening.

ELIGIBILITY

BENEFITS-ELIGIBLE City and School employees are eligible to participate.

Spouses and retirees COVERED by the City/School Optima Health insurance policy are also eligible.



Contact your physician directly to discuss how you can take an active role in cancer prevention!

MAMMOGRAPHY, PROSTATE & COLORECTAL INCENTIVE COUPON



Documentation of screening is required.

Documentation from your health care provider must include your name, date and type of screening. *You may mark out any other information including screening results.*

READ CAREFULLY AND CHECK ONE:

SCREENING INCENTIVE ONLY

I understand by checking this box that I will only receive the incentive gift to honor my commitment to good health, and I will not be eligible for the HRA Incentive.

SCREENING INCENTIVE AND HRA INCENTIVE

I understand by checking this box that I will receive the incentive gift **AND** an HRA credit.

HRA Incentive Credits will be made according to the "HRA Credit Schedule." See section on HRA Incentive Program in this Health Watch for details.



WHAT SCREENING DID YOU PARTICIPATE IN? CHECK ONE:

Mammography = \$30 HRA Incentive

Other colorectal screening* = \$30 HRA Incentive

Prostate = \$30 HRA Incentive

Includes: flexible sigmoidoscopy, fecal occult blood test (FOBT), or double-contrast barium enema

Colonoscopy* = \$100 HRA Incentive

*You will only receive one HRA incentive for your colorectal screening. (e.g. If you participate in a Colonoscopy and FOBT you will receive \$100 or if you participate in a FOBT and flexible sigmoidoscopy you will receive \$30.)

CHECK ONE AND PRINT BELOW CLEARLY:

Employee:	Spouse of Employee:	Name of Employed Spouse:	Retiree:
<input type="checkbox"/> City	<input type="checkbox"/> City		<input type="checkbox"/> City
<input type="checkbox"/> School	<input type="checkbox"/> School		<input type="checkbox"/> School

Name of Screening Participant _____

Date of Screening _____

Social Security Number: _____

Attn: City employees, spouses and retirees: **Full SS# required for HRA Incentive.** School employees may use Wise #.

If you are submitting for incentive gift only, you may write Wise#, Retiree ID# or partial SS#.

Work

Location _____

Spouses: Write policy holder's name and Social Security# above. If your spouse is a school employee you may use Wise #. Retirees: Write mailing address above.

Work Phone: _____ Work Email: _____

MAIL THIS INCENTIVE COUPON ALONG WITH DOCUMENTATION OF YOUR SCREENING

ATTN: BENEFITS OFFICE - W&P

DEADLINE: MARCH 31, 2010

FAX: 263-1123 INTEROFFICE MAIL ATTN: BENEFITS-W&P US MAIL TO: 2512 GEORGE MASON DR., VIRGINIA BEACH, VA 23456

MOBILE MAMMOGRAPHY SCHEDULE

Wednesday, May 13.....	Central Library.....	9:00-3:00
Friday, June 19.....	Central Library.....	9:00-2:00
Monday, June 29.....	School Administration Building 6.....	9:00-3:00
Monday, July 13.....	Central Library.....	9:00-3:00
Tuesday, August 4.....	Central Library.....	9:00-3:00
Monday, August 17.....	School Administration Building 6.....	9:00-3:00
Friday, September 4.....	Central Library.....	9:00-2:00

APPOINTMENTS ARE REQUIRED.

SCHEDULING YOUR APPOINTMENT

- ⌘ Call 1-800-SENTARA or 455-7500
Mon - Fri from 8:00 a.m. to 6:00 p.m.
- ⌘ Identify yourself as a Virginia Beach City or School employee/retiree.

AT YOUR APPOINTMENT

- ⌘ Wear a two-piece outfit for easier dressing and undressing.
- ⌘ You must present your **insurance card and photo id.**
- ⌘ Appointments last 15-20 minutes & include two views of each breast.
- ⌘ Mild discomfort may be experienced as a result of breast compression during the screening. Compression is not dangerous and produces no long term discomfort.

AFTER YOUR APPOINTMENT

- ⌘ You will receive a letter with your results 7-10 business days after your appointment. Mark out your results and attach to your **W&P Screening Incentive Coupon.**
- ⌘ A report from your mammogram will also be forwarded to your physician.
- ⌘ If your results suggest the need for further testing, it is your responsibility to contact your physician for details about how to proceed. Additional tests may be necessary.

PLEASE NOTE:

- ⌘ All records stored at Sentara Leigh Hospital.
- ⌘ Services are not paid by Wellness & Prevention.
- ⌘ Services provided by the Mobile Mammography Unit will be billed to your Health Insurance Provider.
- ⌘ Routine Mammograms are covered at 100% for VBCPS/CVB Optima Health Members.



Join **WalkAbout** with Healthy Edge to walk your way to a healthier you!

WalkAbout is a 6-month program that provides you with a **pedometer, a log book, and periodic information** on the benefits of walking in your life.

You walk at your own pace, on your own time, so you can create a program that meets your needs.

- ♥ Benefits-Eligible City & School employees are eligible to participate each calendar year.
- ♥ Spouses & Retirees covered by a City or School Optima Health Insurance Policy are also eligible.

CALL 1-800-SENTARA

(1-800-736-8272)

to request a registration form. There is no cost to you for this program.

WalkAbout is offered by Sentara Health and Preventive Services.

TOBACCO CESSATION

REIMBURSEMENT PROGRAM

In a partnership with Sentara Health & Preventive Services, W&P has put together an action plan to assist you with your goal to quit tobacco. All **BENEFITS-ELIGIBLE** City and School employees are eligible for a **Reimbursement Check**, up to **\$300 A YEAR**, for Tobacco Cessation Medications. Retirees and spouses covered by a city/school insurance policy are also eligible.

ELIGIBLE MEDICATIONS :

- ◆ Nicotine Gum
- ◆ Inhaler
- ◆ Nasal Spray
- ◆ Lozenge
- ◆ The Patch
- ◆ Chantix*
- ◆ Treatment with Bupropion SR pills such as Zyban* and Wellbutrin*

*Medications may not be covered by your plan.

Contact your health insurance provider to see which medications, if any, are covered.

You must complete one of the programs listed below (Option 1, 2, or 3) before you apply for the Reimbursement.

1 GET OFF YOUR BUTT: STAY SMOKELESS FOR LIFE– GROUP PROGRAM

This is a four-week education and support program for people who want to quit tobacco. This program is for both the first time quitter and for individuals who have attempted to quit before. The primary goal is to help you understand the nature of addiction to nicotine and the effective ways to control the addiction. Other goals of the program are ongoing support and encouragement to help you stick to your commitment to quit. *You must complete all 4 classes to qualify for reimbursement.*

Advance registration required. To register or inquire about program dates and information call 1-800-SENTARA. **After completing the program, contact Alverine Mack, MS, RN, Tobacco Cessation Specialist at 552-7530 to ensure a “proof of completion” form is sent over to W&P.** This form is needed by W&P before processing any reimbursements.

2 GET OFF YOUR BUTT: STAY SMOKELESS FOR LIFE– SELF-PACED PROGRAM

Anyone who sincerely desires to quit tobacco will benefit from this self-paced program. This audio and workbook program will help you understand nicotine addiction and give you proven ways to control this addiction and become smokeless for life. Both parts of the program work together to help you quit tobacco.

If you would like to receive a copy of this program, call 1-800-SENTARA. **After completing the program, contact Alverine Mack, MS, RN, Tobacco Cessation Specialist at 552-7530 to ensure a “proof of completion” form is sent over to W&P.** This form is needed by W&P before processing any reimbursements.

3 TOBACCO CESSATION ASSISTANCE– PHONE CONSULTATION

This is a phone consultation for people on the go! It entails a brief, confidential phone consultation designed to answer questions and give you valuable tips to assist you in your efforts to quit smoking/tobacco.

Contact Alverine Mack, MS, RN, Tobacco Cessation Specialist, at 552-7530 for more information.

- ⊗ There is no cost to you for any of the above programs.
- ⊗ Please be sure to identify yourself as a City or School employee (retiree or spouse, if applicable.)
- ⊗ If you have any questions please email wellness@vbschools.com.
- ⊗ Reimbursement forms can be found on the W&P Prevention Intranet site: Click on Departments, Select Wellness & Prevention, Tobacco Cessation and click link for Reimbursement Form.
- ⊗ **REMEMBER:** You must participate in one program listed above ***BEFORE*** applying for Reimbursement.

STRESS MANAGEMENT

Stress is a normal psychological and physical reaction to the demands of life. Your brain comes hard-wired with an alarm system for your protection. When your brain perceives a threat, your body releases a burst of hormones to fuel your fight-or-flight response. When the threat is gone, your body returns to normal. Unfortunately, the nonstop stress of modern life means that your alarm system rarely shuts off.

That's why stress management is so important. Stress management gives you the tools to reset your alarm system. Without stress management, your body is always on red alert. Over time, that level of stress leads to serious health problems. Don't wait until then to combat stress.

START LEARNING STRESS MANAGEMENT TECHNIQUES NOW BY TAKING ONE OF THESE COURSES:

PRACTICAL STRESS MANGEMENT

Relax – stress is something you can learn to deal with! In this class we will explore what is happening to your mind and body when you are under stress and most importantly what you can do about it. You will walk away with practical strategies for reducing and coping with daily stress as well as a CD to help you relax.

Course Code: WELL-0274-08-001

Facilitator: Maureen Mullin M.S.

Location: Central Library

Date: Monday, July 13, 2009

Time: 4:30 p.m. - 5:30 p.m.

OVERCOMING STRESS RELATED INSOMNIA

If you've ever had trouble falling asleep or getting back to sleep, this class may be for you. We will talk about how stress can affect your sleep and a host of other reasons why you might not be getting your Zs. The class will include many simple and practical tips, as well as a great CD to help you get your well deserved rest.

Course Code: WELL-0276-08-001

Facilitator: Maureen Mullin M.S.

Location: Central Library

Date: Monday, August 17, 2009

Time: 5:30 p.m. - 6:30 p.m.

THE POWER OF HUMOR TO REDUCE STRESS

Whether you find it easy to laugh at stress or not, this class will help you see the lighter side of life. Come willing to learn how to laugh a little more, learn how laughter can be good for your health, and how to use humor to put things in perspective.

Course Code: WELL-0275-08-001

Facilitator: Maureen Mullin M.S.

Location: School Admin, Bldg 6

Date: Tuesday, July 28, 2009

Time: 12:00 p.m. - 1:00 p.m.

Advance registration is required for Stress Management classes.

To register, complete the Health Education Class Registration Form on page 30.

WE ALL HAVE DAY-TO-DAY PROBLEMS.

Usually we can cope. There may be times, however, when these problems reach the level of impairing our home and family lives, relationships with co-workers, job performance, or our general sense of well-being. When this occurs, help is available through the Employee Assistance Program (EAP).

EAP services are available seven days a week, 24-hours a day at **(757) 398-2374** or **1-800-327-3257**. For more information about EAP, please refer to page 26 in this Health Watch issue.

In the event of an emergency, immediate telephonic consultation with counselor is provided along with same-day, in-person appointments, when needed.



BON SECOURS
EMPLOYEE ASSISTANCE PROGRAM

Stress won't disappear from your life. And stress management isn't an overnight cure. But with practice, you'll learn how to reduce your stress level and increase your ability to cope with life's challenges.



ASTHMA

Disease Management Program

Learning that you have asthma can be overwhelming. Optima's Asthma Program provides you with information from health care professionals that can give you tools to help keep your asthma under the best possible control.

Read below to see what this program can do for you.

GOALS

To provide education, support, advocacy, resources and physician intervention

ELIGIBILITY

-Employees and family members insured by Optima Health who have a diagnosis of asthma are eligible to participate in the Asthma Disease Management Program.

-Employees and spouses insured by Optima Health who have a diagnosis of asthma are also eligible for the HRA Incentive.

For clarification: children covered by the Optima Health insurance are eligible to participate in the Asthma Disease Management Program offered by Optima Health, but are not eligible for the HRA Incentive.

REGISTRATION PROCESS

To register, please call the Health Care Services team at 552-8393 or 866-503-2730 or send an email to asthma@sentara.com

COMMUNICATION

Education materials sent to the participant.

A communication schedule will be established between the member and the Health Care Services team member

Refer all questions regarding the Asthma Program to 552-8393, 866-503-2730 or send an e-mail to asthma@sentara.com.

OPTIMA COVERS

the Following if Ordered by the Physician:
(co-payments and co-insurance apply)

Spacers for Asthma Medication, Peak Flow Meters and Nebulizer Machines



As an added benefit, if you participate in the *Asthma Disease Management Program*

and meet the criteria listed below you can earn dollars toward your HRA account.

HOW DO I EARN MY HRA INCENTIVE?

If you are accepted in the program and meet all of the expectations outlined below, you will receive \$200 in your HRA; 10% (\$20.00) will be available after completion of the initial assessment, and 90% (\$180.00) will be available at the completion of the program. See section on the HRA Incentive Program inside this Health Watch for more details.

WHAT IS THE CRITERIA FOR ACCEPTANCE INTO THE ASTHMA PROGRAM? A diagnosis of Asthma

WHAT ARE THE EXPECTATIONS OF THE ASTHMA PROGRAM PARTICIPANTS TO EARN DOLLARS TOWARD THEIR HRA?

- Member sees Primary MD or Asthma specialist for Asthma at least one time during the program period*
- Member fills at least one anti-inflammatory drug for every two rescue drugs filled during the program period*
- Member participates in the Asthma Program by talking with a health care professional at least three times during the program period*

* Program Period begins the first time you talk with an Optima health care professional and ends 364 days later.

MEETING THE CRITERIA

All members who meet the criteria for each program are eligible to earn the HRA incentive as stated above.

If you have questions about meeting the medical eligibility for the Asthma Program please call 757-552-8393, 866-503-2730 or send an email to asthma@sentara.com.

If you have questions related to the HRA contributions please call 263-1060 and select option 2.

Optima 

DIABETES

Disease Management Program

Managing diabetes is a daily part of your life. This program will empower you to take charge of the disease and reduce the risk of complications associated with diabetes.

Read below to see what this program can do for you.

GOALS: To provide education, support, advocacy, resources, physician intervention and guidance to accomplish the healthy lifestyle changes necessary to live well with diabetes.

ELIGIBILITY: Employees and family members insured by Optima Health who have a diagnosis of diabetes are eligible to participate in the Diabetes Disease Management Program. Employees and spouses insured by Optima Health, who have a diagnosis of diabetes, are also eligible for the HRA Incentive.

REGISTRATION PROCESS: To register, please call the Health Care Services team at 552-8393 or 866-503-2730 or send an email to diabetes@sentara.com.

COMMUNICATION: A communication schedule will be established between the member and the Health Care Services team member and education materials sent to the participant.

OPTIMA COVERS the Following if Ordered by the Physician: (co-payments and co-insurance apply)

- ♥ Diabetic Supplies: meter, test strips, lancets, insulin pump and supplies can be obtained from Liberty Medical at 866-846-9361.
- ♥ Access Diabetic Education Classes by calling 1-800-Sentara.
- ♥ Nutritional Counseling is also available for members with a diagnosis of diabetes.
- ♥ Call Optima Member Services at 552-7110 or 1-800-229-1199 to obtain the name of additional supply vendors or benefits available for diabetics.



As an added benefit, if you participate in the *Diabetes Disease Management Program*

and meet the criteria listed below you can earn dollars toward your HRA account.

HOW DO I EARN MY HRA INCENTIVE?

If you are accepted in the program and meet all of the expectations outlined below, you will receive \$200 in your HRA; 10% (\$20.00) will be available after completion of the initial assessment, and 90% (\$180.00) will be available at the completion of the program. See section on the HRA Incentive Program inside this Health Watch for more details.

WHAT IS THE CRITERIA FOR ACCEPTANCE INTO THE DIABETES PROGRAM? A diagnosis of Diabetes

WHAT ARE THE EXPECTATIONS OF THE DIABETES PROGRAM PARTICIPANTS TO EARN DOLLARS TOWARD THEIR HRA?

- ♥ Member sees Primary MD or Diabetes specialist for diabetes at least one time during the program period*
- ♥ Member has at least one A1c done during the program period*
- ♥ Member performs home glucose testing as per physician order, maintains a log book and agrees to download meter data if requested during the program period*
- ♥ Member participates in the Diabetes Program by talking with a health care professional at least three times during the program period*
- ♥ Member completes the following tests during the program period*: urine micro albumin testing (non applicable if renal disease present), dilated eye exam and LDL-C testing

* Program Period begins the first time you talk with an Optima health care professional and ends

MEETING THE CRITERIA

All members who meet the criteria for each program are eligible to earn the HRA incentive as stated above. If you have questions about meeting the medical eligibility for the program call 757-552-8393 or 866-503-2730 or send an email to diabetes@sentara.com.

If you have questions related to the HRA contributions please call 263-1060 and select option 2.



PARTNERS IN PREGNANCY

Delivering the Best!

IT'S CONFIRMED. YOU'RE PREGNANT!

While this may be the most exciting time in your life it may also be a rather anxious time, especially if this is your first pregnancy. That's why Optima Health has developed the "Optima Partners in Pregnancy" program for Health Plan members who are expecting.

Read below to see what this program can do for you and your new baby.

ELIGIBILITY

-Employees and family members insured by Optima Health, who are expecting, are eligible to participate in the Partners in Pregnancy Program.

-Employees and spouses insured by Optima Health, who are expecting, are also eligible for the HRA Incentive.

GOALS

To provide education, support, advocacy, resources and physician intervention.

REGISTRATION PROCESS

To register, please call the Partners in Pregnancy team at 866-239-0618 option 1 or send an e-mail to pregnancypartner@sentara.com

COMMUNICATION

Education materials will be sent to the participant in the mail after initial contact with a member of the Partners in Pregnancy team.

A communication schedule will be established between the member and the Partners in Pregnancy team member during the first contact phone call.

Refer all questions regarding the Partners in Pregnancy Program to 1-866-239-0618 option 1 or send an e-mail to pregnancypartner@sentara.com.

Optima

As an added benefit, if you participate in the
Partner's in Pregnancy Program

and meet the criteria listed below you can earn dollars toward your HRA account.

HOW DO I EARN MY HRA INCENTIVE?

If you are accepted in the program and meet all of the expectations outlined below, you will receive \$200 in your HRA; 10% (\$20.00) will be available after completion of the initial assessment, and 90% (\$180.00) will be available at the completion of the program. See section on the HRA Incentive Program inside this Health Watch for more details.

WHAT IS THE CRITERIA FOR ACCEPTANCE INTO THE PARTNER'S IN PREGNANCY PROGRAM? *A diagnosis of Pregnancy*

WHAT ARE THE EXPECTATIONS OF THE PARTNER'S IN PREGNANCY PROGRAM PARTICIPANTS TO EARN DOLLARS TOWARD THEIR HRA?

1. First OB visit must occur in the first trimester of pregnancy (12-14 weeks)
2. First complete assessment contact with a Partners in Pregnancy team member must occur in the first trimester of pregnancy (12-14 weeks)
3. Member agrees to at least monthly telephonic contact with program staff
4. Member must complete postpartum visit within six weeks after delivery

MEETING THE CRITERIA

All members who meet the criteria for each program are eligible to earn the HRA incentive as stated above.

If you have questions about meeting the medical eligibility for the Partners in Pregnancy program please call 1-866-239-0618 option 1 or send an e-mail to pregnancypartner@sentara.com

If you have questions related to the HRA contributions please call 263-1060 and select option 2.

FAMILY PLANNING



IT'S CONFIRMED. YOU'RE PREGNANT!

Having a baby may be natural, but you can count on having plenty of questions - at least nine months' worth. The following classes can help you before and after delivery in helping you feel more relaxed about motherhood.

For current schedules or more information on our variety of classes offered, call **Susan Vierra, RN at 648-6100 ext. 86107** or email at Susan.Vierra@vbschools.com.

There is no charge to you for the following prenatal classes. They are subsidized by the Wellness & Prevention Program. Location of classes will be announced at time of registration.

BREASTFEEDING BASICS

Learning the basics of breastfeeding can help new mothers-to-be gain confidence and a better understanding of the benefits and techniques of successful breastfeeding. Mothers who plan to return to work outside the home will learn techniques that will allow them to return to the work force with confidence while continuing to nurse their baby. Fathers and parenting partners are encouraged to attend.

PREPARED CHILDBIRTH/LAMAZE*

This workshop for expectant mothers and their childbirth partner focuses on the physical and emotional aspects of labor and delivery. Emphasis is placed on lamaze techniques, relaxation and breathing techniques. Participants will also be exposed to hospital policies, procedures, and medications.

Please bring 2 pillows, a blanket/sleeping bag, a nutritious drink, snack, and wear comfortable clothes.

**The Infant Care Class, Prepared Childbirth Class/Lamaze and Prenatal Classes will be taught by Susan and Ross Vierra. This is a unique opportunity for couples to have the perspectives of the male and female. It will allow the coaches to identify with someone who has experienced the situation and is educated with all aspects of prenatal, parenting issues and concerns.*

SURVIVING EARLY PARENTHOOD

This class gets moms and dads ready for the birth of their baby by learning about self-care and some Dos and Don'ts for the pregnancy. Dads learn how parenting needs begin with the pregnancy. Both parents will prepare for the roles and responsibilities that come with the new baby.

INFANT CARE*

Learn the basics of caring for a newborn including temperature taking, cord care, circumcision, baby bath, choosing a physician, nutrition, safety check list, developmental milestones, developing babies' senses, diapering, etc.

DAYCARE 101

This class will explore daycare issues for parents to be. Topics of discussion include: quality child care settings, types of child care, licensing, interviews, check off lists, learning to be your child's advocate and much more.

HAVING A BABY?

In all the excitement, please remember to call the Benefits Office at 263-1060 to add your new baby to your health insurance plan*.

*You must elect coverage within ***30 calendar days*** from the date of the birth.



GUIDE TO A HEALTHY PREGNANCY

Mayo Clinic's comprehensive new book on pregnancy provides readers with a clear, thorough, reliable and practical reference on pregnancy and childbirth. Compiled by Mayo Clinic experts in obstetrics and family medicine, this in-depth guide to pregnancy and birth provides information and reassurance to expectant parents. Easy-to-read chapters offer clear and compassionate answers to many of the questions and decisions that parents often encounter. Charts, tables, and diagrams throughout the book enhance the easy-to-understand information.

If you are pregnant and would like to request a copy, complete the Health Education Library Materials Request Form, found on page 31. There is no cost to you for this book; it is subsidized through the W&P Program.

These books are for Benefits-Eligible Employees. Requests made for family members will be denied.



FITNESS INCENTIVE TRACKING PROGRAM

The Fitness Incentive Tracking PROGRAM (*F.I.T. Program*) is designed to help you make fitness a priority!

WHAT IS THE F.I.T. PROGRAM?

The **F.I.T. PROGRAM** will assist eligible employees and retirees in creating a consistent workout program to build healthy new habits for staying active on a regular basis. Employees and retirees who workout 36 or more times in a 6-month period at any one of the W&P-Approved Fitness Facilities will receive a **\$100 CREDIT TOWARD YOUR HRA ACCOUNT**, for a total of **\$200 PER CALENDAR YEAR**.

WHO IS ELIGIBLE TO PARTICIPATE IN THE F.I.T. PROGRAM?

- ♥ **BENEFITS-ELIGIBLE** City and School employees.
- ♥ Retirees **COVERED** by a City or School Optima Health insurance plan and meet one of the following criteria are also eligible: 1) Must have 25 yrs of service with CVB or VBCPS or a combination of both or 2) Must be the policy holder.

You must join a **W&P-Approved Fitness Facility*** to be eligible for the incentive under this new program. *See the following pages for a complete list of participating fitness facilities.

HOW DO I PARTICIPATE?

Fill out a **F.I.T. PROGRAM ENROLLMENT FORM** (available online) in its entirety and submit it to any of the W&P-Approved Fitness Facilities. Your designated fitness facility will then begin tracking your participation.

WHAT IF I ALREADY BELONG TO A W&P-APPROVED FITNESS FACILITY?

You will need to submit a completed F.I.T. Program Enrollment Form to that facility.

HOW OFTEN MUST I WORKOUT TO QUALIFY FOR THE F.I.T. PROGRAM?

To be eligible, participants must workout at their designated W&P-Approved Fitness Facility at least **36 TIMES DURING A 6-MONTH PERIOD** (an average of 6 workouts per month) from Jan 1st through Jun 30th or Jul 1st through Dec 31st. Each workout should be at least 30 minutes in duration. Make sure to check in each time you attend to ensure your workouts are being tracked.

CAN I PARTICIPATE IN MORE THAN ONE FITNESS FACILITY?

Your 36-visit requirement must be accumulated at only one fitness facilities. Visits from two or more different fitness facilities will not be added together to meet the requirement unless the facilities utilize the same computer system for tracking. (e.g. Gold's, Bally's, Parks & Rec - check with your facility) Also, if you meet the 36-visit requirement at 2 different fitness facilities you will only be issued one incentive of \$100 for the 6-month period.

HOW WILL MEMBERSHIP UTILIZATION BE TRACKED?

Your designated fitness facility will issue you a card or membership number. You must use this to log-in every time you workout to count towards your 36-visit requirement. **NO EXCEPTIONS**. At the end of the 6-month period the fitness facility will send your utilization report to W&P. If the 36-visit requirement is met, your HRA Account will be credited \$100.

WHAT IF I AM UNABLE TO WORKOUT 36 TIMES IN A 6-MONTH PERIOD?

Your workouts need to be consistent if you want to improve your health and see results. If for any reason you miss your 36-workout requirement, you may re-start your 6 consecutive months of workouts on Jan 1st or Jul 1st to become eligible for your incentive.

WHAT IF I SIGN UP FOR THE PROGRAM AFTER JANUARY 1ST OR JULY 1ST?

If you sign up at a date later than the Jan 1st or Jul 1st start dates, but still meet the 36-visit requirement, you will be eligible for the incentive. For example, if you sign up Sept 1st and are able to attend 36 times from Sept 1st to Dec 31st, you will receive the incentive. If you do not meet the 36-workout requirement, you may re-start the following January.

WHAT IS THE INCENTIVE FOR PARTICIPATING IN THE F.I.T. PROGRAM?

All eligible employees and retirees who meet the 36-visit requirement will be issued a bi-annual incentive of \$100 credited to an HRA Account for each qualifying 6-month period, for a total of \$200 per calendar year.

WHEN WILL I RECEIVE MY \$100 INCENTIVE?

Your \$100 incentive for F.I.T. will be credited to your HRA account on June 1st following the July-December enrollment period and on December 1st following the January-June enrollment period. Once the credit is made, you may begin submitting claims for eligible expenses.

WHAT IF I TERMINATE EMPLOYMENT OR BECOME MEDICARE ELIGIBLE?

Employees must be active in the system when incentives are issued. If you terminate employment or become Medicare eligible before the incentive issue dates (June & December), you will not be eligible for the program.

FITNESS INCENTIVE TRACKING PROGRAM ENROLLMENT FORM

SUMMARY: The Wellness and Prevention Program (W&P) for the City of Virginia Beach and Virginia Beach City Public Schools will issue semi-annual incentives to **BENEFITS-ELIGIBLE** employees for utilizing a fitness facility. Retirees **COVERED** by a City/School Optima Health insurance policy and meet one of the following criteria are also eligible:
1) Must have 25 yrs of service with CVB or VBCPS or a combination of both or 2) Must be the policy holder.

PROCESS: Employee submits this **ENROLLMENT FORM** with completed information to the selected fitness facility (see reverse side). Upon completion of the enrollment period, the fitness facility will provide utilization reports to the W&P for all participants. Incentives will be credited toward an HRA account in **JUNE & DECEMBER** for all eligible employees and retirees who have met the utilization requirement*. After the facility staff signs this enrollment form, make a copy for your records.



UTILIZATION REQUIREMENTS

- ❖ You must utilize the fitness facility 36 times during the 6-month enrollment period.
- ❖ Only one visit per day will count towards the 36 visit requirement. (NO EXCEPTIONS)

For the January 1 to June 30 Enrollment Period HRA Credits will be made the following December.
For the July 1 to December 31 Enrollment PeriodHRA Credits will be made the following June.

PLEASE PRINT CLEARLY

The following information, including Social Security #'s for City employees, Wise #'s for School employees, and Retiree ID#'s for Retirees is **REQUIRED** to qualify for the \$100 HRA incentive. You will not receive your incentive without it.

NAME: _____

PLEASE CHECK ONE: City employee School employee City Retiree School Retiree

PHONE: _____ WORK LOCATION: _____
(Retirees: Write mailing address above)

SS#: _____ - _____ - _____ Wise # _____ Retiree ID# _____
(City Employees) (School Employees) (City/School Retirees)

NAME OF CHOSEN FACILITY: _____ MEMBERSHIP # _____
(assigned by facility)

WAIVER AND RELEASE: I hereby agree to participate in the "F.I.T. Program" and make the following representations, acknowledgements, and release and waiver. I acknowledge that upon starting the "F.I.T. Program" I am physically capable of participating in such a program and I have received approval for participation by my personal physician. I acknowledge the risks of illness or injury inherent in such a program. I understand and acknowledge that the Fitness Facility is an independent facility providing its facility, equipment, personnel and programs to voluntary participants employed by the City of Virginia Beach and Virginia Beach City Public Schools. The Fitness Facility has sole control over the manner and mode of the services it provides to the employees who become a member of such Facility. I understand and acknowledge that in order to encourage membership and participation of its employees in fitness programs the Wellness and Prevention Program has agreed to offer employees an incentive to honor their commitment to health and wellness, not to exceed the above incentive amounts, of its employees who voluntarily enroll in the "F.I.T. Program". I further understand that the City of Virginia Beach and Virginia Beach City Public Schools assumes no other role nor undertakes any other function with regard to services provided by the Fitness Facility. I hereby release and waive any and all claims against the "City of Virginia Beach and Virginia Beach City Public Schools Wellness Program", its developers, staff or agents, sponsors of the program from any injuries, claims, costs, damages, liability, or judgments, and all rights to compensation benefits under Workers' Compensation, arising out of my membership and participation in the Fitness Facility Program. I have read and understand my responsibilities as described above. I hereby request to enroll in the "F.I.T. Program" offered through the Wellness and Prevention Program. I understand that the facility I choose must be listed on the reverse of this form.

Employee Signature: _____ Date: _____

SUBMIT THIS FORM TO YOUR FACILITY, NOT W&P

FOR ADMINISTRATIVE USE ONLY

Please sign, date, and copy for participant. _____
Date Enrollment Received Fitness Facility Staff Signature

Participating F.I.T. PROGRAM Fitness Facilities

BALLY'S TOTAL FITNESS

1501 Ring Rd.
Chesapeake 420-0310

3960 Virginia Beach Blvd
Virginia Beach 340-4800

BEACH BETTER BODIES

4065-B West Neck Rd.
Virginia Beach 477-7736

CLASSIC LINES FITNESS FOR WOMEN

1944 Laskin Rd
Virginia Beach 437-5800

CURVES

237 S. Battlefield Blvd
Great Bridge 482-4644

801 Volvo Pkwy
Greenbrier 549-5100

112-D Currituck Commercial Dr.
Moyock, NC
(252) 435-2400

4221 Pleasant Valley Rd
Salem-Virginia Beach 474-6680

2476 Nimmo Parkway #112
Courthouse-Virginia Beach 301-6888

1650 General Booth Blvd,
Dam Neck-Virginia Beach 426-2100

2310 Virginia Beach Blvd,
Great Neck-Virginia Beach 631-2888

4328 Holland Rd
Holland-Virginia Beach 486-8989

1115 Independence Blvd,
Haygood-Virginia Beach 222-4595

5342 Fairfield Shopping Ctr
Virginia Beach 474-2080

2973 Shore Dr. #107
Shore Drive-Virginia Beach 965-2323

COASTAL FITNESS

928 Diamond Springs Rd
Cypress Point Shopping Ctr
Virginia Beach 493-2348

FITNESS TOGETHER

2476 Nimmo Parkway
Virginia Beach 460-0048

GOLD'S GYM

600 Jarman Rd.
Chesapeake 424-1600

2400 Joliff Ct
Chesapeake 465-6900

815 Middle Ground Blvd.
Newport News 599-4653

3809 Princess Anne Rd.
Virginia Beach 471-6900

1900 Monticello Ave.
Norfolk 424-4653

HOT YOGA

401 N. Great Neck Rd.
Virginia Beach 646-0477

INLET FITNESS

2101 W Great Neck Rd
Virginia Beach 412-0600

2336 Elson Green Ave.
Virginia Beach 689-2446

JAZZERCISE

1407 Lynnhaven Parkway
Virginia Beach 468-2714

LIFESTYLE FOR WOMEN

1830 Kempsville Rd.
Virginia Beach 479-3800

PREMIER FITNESS

1033 Champions Way
Suffolk 923-9898

PUNGO PERSONAL TRAINING

2397 Court Plaza Dr.
Courthouse-Virginia Beach 430-9068

1776 Princess Anne Rd
Pungo-Virginia Beach 430-9068

REAL FITNESS

2955 Virginia Beach Blvd,
Virginia Beach 739-2976

SIMON FAMILY JEWISH COMMUNITY CTR

5000 Corporate Woods Dr.
Virginia Beach 321-2338

TOWN CENTER FITNESS

205 Town Center Dr #220
Virginia Beach 962-3778

***VA BEACH PARKS & RECREATION**

1400 Nimmo Pkwy
Princess Anne 426-0022

4500 First Court Rd
Bayside 460-7540

3427 Clubhouse Rd
Bow Creek 431-3765

800 Monmouth Lane
Kempsville 474-8492

141 South Birdneck Rd
Seatack 437-4858

2521 Shorehaven Dr
Great Neck 496-6766

WAREING'S GYM

700 19th St
Virginia Beach 491-0700

WELLNESS ONE FITNESS

565 Cedar Rd #16
Chesapeake 547-2582



RETURN THIS COMPLETED FORM to F.I.T. Program approved Fitness Facility.

The facilities listed above have agreed to waive any joining fees and offer a minimum 20% discount off of their regular membership rates and services fees. Please note that some of these facilities require a 1 to 2 year contract commitment to receive their discounted rates. Contact them directly for more information. *Membership discounts listed above are not applicable to municipal parks and recreation centers.

EXPLOREHEALTH WITH SENTARA CENTER

Improve your quality of life through this W&P SHARED COST SUPERVISED EXERCISE PROGRAM.

It is open to all adults for whom a physician would recommend a supervised exercise program. Health conditions for which exercise is a treatment modality include heart disease, high blood pressure, diabetes, elevated cholesterol, asthma, weight control, arthritis, cancer, osteoarthritis, musculoskeletal, and stroke.

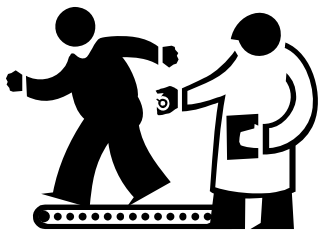
The following benefits will be offered to the participants: an exercise prescription(including strength, cardiovascular and flexibility component), supervised exercise sessions with heart rate and blood pressure monitoring, and follow-up evaluation including an update to your referring physician.

The ExploreHealth with Sentara Center is conveniently located on 2126 Great Neck Square in the Great Neck shopping center at the intersection of First Colonial Road and Great Neck Road.

MEDICALLY AFFILIATED FITNESS

is a comprehensive array of supervised exercise and intervention programs designed to improve the quality of life through eliciting healthy lifestyle changes in the participant.

The following benefits will be offered to participants: a comprehensive physiologic assessment and exercise prescription, supervised exercise sessions with heart rate and blood pressure monitoring, health education and behavioral modification programs, and follow-up evaluation including an update to your referring physician.



Sessions are held Monday-Saturday at the ExploreHealth with Sentara Center.

The total cost of the program to you is:

	Total:	Benefits Pays:	You Pay:
Orientation	\$110	\$110	\$0
Maintenance	\$58*	\$28/month *	\$30/month*

Retirees not covered by a City or School Optima Health insurance policy, spouses and dependents are not eligible for the subsidy, but may choose to participate in these programs and benefit from the special rates that have been negotiated for some of the programs, these rates are listed as the "total cost."

ELIGIBILITY:

- ♥ **BENEFITS-ELIGIBLE** City and School employees.
- ♥ Retirees **COVERED** by a City or School Optima Health insurance policy are also eligible.
- ♥ Participants must obtain a physician referral prior to participation.
- ♥ Participants must also attend these activities/classes at least eight (8) times per month in order to qualify for the subsidized rate listed.

For more information contact the
Explore Health with Sentara Center at 481-7656.

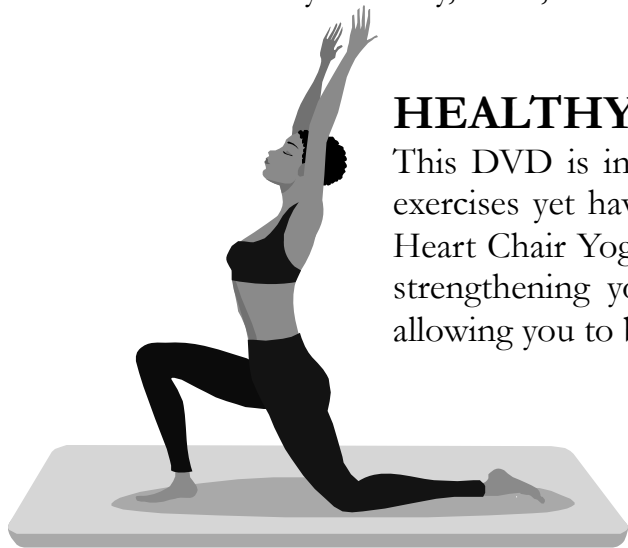
The **Chesapeake Lifestyle Center** located at 800 North Battlefield Boulevard in Chesapeake offers similar supervised programs to include Cardiovascular Therapy, Pulmonary Therapy and a Supervised Exercise Training Program. For more information and a detailed program list, email request to wellness@vbschools.com.

WEIGHT & STRESS MANAGEMENT

Optima Health provides classes, information, and programs to help you stay healthy.
To help you begin a healthier lifestyle, **Call 1-800-736-8272**
to receive the following **FREE Yoga DVDs**:

HEALTHY HEART YOGA

This DVD is for people who want to maintain their cardiovascular health. It is intended for those who are capable of moderate physical activity. Healthy Heart Yoga can make a real difference in the health of your heart by strengthening your body, relaxing you both mentally and physically, and allowing you to better manage your stress reactions. The regular practice of Yoga can help you create a sense of union of your body, mind, and spirit and bring balance to your life.



HEALTHY HEART CHAIR YOGA

This DVD is intended for people who need stretching and strengthening exercises yet have difficulty getting up and down from the floor. Healthy Heart Chair Yoga can make a real difference in the health of your heart by strengthening your body, relaxing you both mentally and physically, and allowing you to better manage your stress reactions.

Optima 

“EATING FOR LIFE”

WEIGHT MANAGEMENT PROGRAM

This unique, self-paced program developed by Optima Health dietitian, Joan Sechrist PhD, RD, allows participants to develop healthy habits on their own schedule. “**Eating for Life**” is a DVD and workbook program for working adults to learn about healthy eating and exercise. This program is based on the Dietary Guidelines for Americans and the USDA *MyPyramid* guidance system.

Dietary and activity goals are created on MyPyramid.gov and participants track their progress online. DVD topics include: evaluating calories and nutrients needs; weight management; physical activity; dietary fat, sodium and carbohydrates; reading food labels and more.

To receive the program materials at no cost to you:

Call the “Eating for Life” Hotline at 552-8940.



At the completion of the program simply return the enclosed, preaddressed survey card to Health and Preventive Services.

DEPRESSION

Life can be enjoyable again!

With recognition and treatment, clinical depression can be managed. Talk with your doctor or a qualified mental health professional if you think you may have symptoms of clinical depression.

To learn what you can do, read the information below:

Life is full of good times and bad, happiness and sorrow. But if you've been feeling "down" for more than a few weeks or are having difficulty functioning in daily life, you may be experiencing more than just the "blues." You may be suffering from a common yet serious medical illness called clinical depression.

Don't simply wonder how severe your symptoms of depression are—find out! Depression can be assessed using highly reliable screening tests that can score the severity of your symptoms. You can then make an informed decision to get help. The most popular screening instrument is the Beck Depression Inventory. It includes 21 questions that take about five minutes to answer.

The EAP can assess your status quickly, or can easily refer you to someone who can use the Beck or a similar screening instrument. Many diseases have clear stages of severity, and depression is one of them. As with many other illnesses, it's easier to treat depression when you catch it early.

If you or someone in your family may be depressed
please call the **Employee Assistance Program** at
1-800-EAP-3257
for a **free** and **confidential** counseling session.



WHAT IS THE EMPLOYEE ASSISTANCE PROGRAM (EAP)?

EAP is a FREE and CONFIDENTIAL counseling assessment and referral service for you and your immediate family members. The Benefits Office has contracted with an experienced, qualified EAP provider, Bon Secours Employee Assistance Program. EAP counselors are trained professionals with extensive experience in dealing with a wide range of personal problems.

The Employee Assistance Program Deals With A Broad Range of Human Issues:

- ◆ alcohol or drug abuse and dependency
(either involving the employee, family member, or significant other)
- ◆ marital or family problems
- ◆ emotional or mental health issues
- ◆ financial problems
- ◆ grief and loss
- ◆ job performance problems
- ◆ legal problems
- ◆ sexual problems
- ◆ stress

HOW IT WORKS

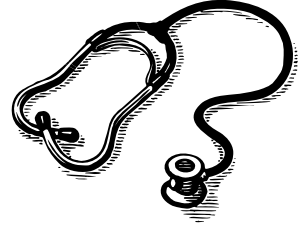
If you think you need help, or want to talk confidentially to an EAP counselor contact your Employee Assistance Program by calling 1-800-EAP-3257 or 398-2374. Any employee or family member may contact the EAP directly. Appointments will be scheduled at your convenience. The counselor will meet with you privately and help you determine the nature of your problem. Together, you and the counselor will map out a way to find resolutions.

ONSITE HEALTH SCREENINGS

Offer convenient **Onsite Health Screenings** at your worksite. W&P will subsidize the cost and assist your worksite with program arrangements.

Please read carefully:

- Groups must have a **minimum of 20** people including one onsite coordinator.
- Screenings include: **Total Cholesterol & HDL, Blood Pressure, and BMI.**
- Each participant will receive a **Sentara Wellness Check Card with results.**
- The onsite coordinator will act as the liaison and be responsible for providing their coworkers with information regarding the screening, scheduling a meeting room, managing registration during the screening, and tracking attendance for W&P.
- The onsite coordinator will receive a W&P incentive for their assistance.



If you and a group are interested, please choose an onsite coordinator to fill out the **Onsite Health Screening Request Form** (below) and submit it to W&P via inter-office mail or fax to 263-1123. If you have any questions, please contact Lauren at 263-1209 or Lauren.England@vbschools.com.

Please Note: Requests will be processed on a first-come first-serve basis as budgeting allows. Onsite Health Screenings are for **BENEFITS-ELIGIBLE** City and School employees and may be offered every 12 months (from date of last screening) as budgeting allows.

PLEASE PRINT CLEARLY

Onsite Coordinator
Name _____

Work Phone# _____ Work Email: _____

Work Location/Dept. _____

Suggested Location _____ Room # _____

Group Size _____ (minimum of 20 required)



Please attach a list of **Benefits-Eligible** employees planning to participate in the screening, including their wise number (school) or last 4-digits of their social security# (city). We will need to verify their eligibility before the screening date.

ONSITE HEALTH EDUCATION CLASSES

Offer convenient **Onsite Health Education Classes** with your choice of topics. W&P will subsidize the cost of the class and assist you with program arrangements.

Please read carefully:

- ♥ Groups must have a **minimum of 8** people including one onsite coordinator.
- ♥ The onsite coordinator will act as the liaison and be responsible for providing their co-workers with information regarding the class, scheduling a meeting room, promoting the class, and tracking attendance for W&P.
- ♥ The onsite coordinator will receive a W&P incentive for their assistance.
- ♥ Once your request has been received, someone from W&P will contact you to discuss your request in more detail.
- ♥ Request forms must be submitted 6-weeks in advance of the requested class date.

If you and a group are interested, please choose an onsite coordinator to fill out the **Onsite Class Request Form** (below) and submit it to W&P via inter-office mail or fax to 263-1123. If you have any questions, please contact Lauren at 263-1209 or Lauren.England@vbschools.com.

Please Note: Requests will be processed on a first-come first-serve basis as budgeting allows. Onsite Health Screenings are for **BENEFITS-ELIGIBLE** City and School employees and may be offered every 12 months (from date of last Health Ed class) as budgeting allows.

PLEASE PRINT CLEARLY

Today's Date ___/___/___ Onsite Coordinator Name _____

Work Email _____ Work Phone # _____

Work Location/Dept. _____

Area of Interest (Circle One): Nutrition & Weight Management Fitness Self-Care Stress Management Other

Suggested Topic _____

Sample Topic Ideas: **Nutrition & Weight Management:** Basic Nutrition, Food Guide Pyramid, Specialty Nutrition, Virtual Grocery Shopping, Heart Disease, Diabetes, High Cholesterol, High Blood Pressure **Stress Management:** Balancing Work and Family, Basic Stress Management Principles, Power of Humor to Reduce Stress **Self Care:** Healthy Back, Work Ergonomics, Osteoporosis, Mind/Body Wellness, Carpel Tunnel Syndrome, Better Sleep **Fitness:** Basic Fitness Education, Walking Education, Exercise and Disease Prevention, Injury Prevention

Estimated Class Size _____ Suggested Location _____ Room # _____

Suggested Class Date ___/___/___ Suggested Time _____

(At least 6 weeks from today's date)

If the above date is not available, we will try to schedule an alternate date. Please list 2 alternative dates.

1st Alternate Date ___/___/___ 2nd Alternate Date ___/___/___

HEALTH EDUCATION CLASSES

Advance registration is required for all Health Education classes.

To register, complete the Health Education Class Registration Form on the following page and fax or mail it to the Benefits Office - W&P at 263-1123.

PRACTICAL STRESS MANGEMENT

Relax – stress is something you can learn to deal with! In this class we will explore what is happening to your mind and body when you are under stress and most importantly what you can do about it. You will walk away with practical strategies for reducing and coping with daily stress as well as a CD to help you relax.

Course Code: WELL-0274-08-001

Facilitator: Maureen Mullin M.S.
Wellness & Prevention
Location: Central Library - Libris & Folio Room
4100 Virginia Beach Blvd, 23452
Date: Monday, July 13, 2009
Time: 4:30 p.m. - 5:30 p.m.

OVERCOMING STRESS-RELATED INSOMNIA

If you've ever had trouble falling asleep or getting back to sleep, this class may be for you. We will talk about how stress can affect your sleep and a host of other reasons why you might not be getting your Zs. The class will include many simple and practical tips, as well as a great CD to help you get your well deserved rest.

Course Code: WELL-0276-08-001

Facilitator: Maureen Mullin M.S.
Wellness & Prevention
Location: Central Library - Folio Room
4100 Virginia Beach Blvd, 23452
Date: Monday, August 17, 2009
Time: 5:30 p.m. - 6:30 p.m.

THE POWER OF HUMOR TO REDUCE STRESS

Whether you find it easy to laugh at stress or not, this class will help you see the lighter side of life. Come willing to learn how to laugh a little more, learn how laughter can be good for your health, and how to use humor to put things in perspective.

Course Code: WELL-0275-08-001

Facilitator: Maureen Mullin M.S.
Wellness & Prevention
Location: School Administration, Bldg 6 -Board Room
2512 George Mason Dr, 23456
Date: Tuesday, July 28, 2009
Time: 12:00 p.m. - 1:00 p.m.



HRA 101

Want to earn some extra money? Come and learn more about the Health Reimbursement Arrangement (HRA) Plan and W&P programs, including ways to earn HRA incentive dollars and how to use them.

Course Code: WELL-0273-08-001

Facilitator: Leslie Darden, Wellness & Prevention
Location: Organizational Development
Training Room
2387 Court Plaza Dr, 23456
Date: Tuesday, July 7, 2009
Time: 12:30 p.m. - 1:30 p.m.

Course Code: WELL-0273-08-002

Facilitator: Leslie Darden, Wellness & Prevention
Location: Organizational Development
Training Room
2387 Court Plaza Dr, 23456
Date: Tuesday, July 21, 2009
Time: 5:30 p.m. - 6:30 p.m.



DID YOU KNOW?

The Wellness & Prevention Program (W&P) offers convenient **Onsite Health Education Classes** with your choice of topics **at your worksite**. W&P will assist you with program arrangements, registration, advertising and incentives. Refer to section on Onsite Health Education Classes in this Health Watch for details.

HEALTH EDUCATION CLASS REGISTRATION FORM



Health Education classes are for **BENEFITS-ELIGIBLE** City and School employees and spouses and retirees **COVERED** by a City or School OptimaHealth insurance plan.

The **Health Watch** newsletter provides a listing of these courses.

DIRECTIONS & INFORMATION

PLEASE READ

- ♥ Complete this form in its entirety. All information is needed.
- ♥ All registration requests must be made using this form. **Registrations will not be accepted over the phone.**
- ♥ Submit your completed form to the Benefits Office-W&P by interoffice mail or **FAX to 263-1123.**
- ♥ Your registration form will be returned once it has been processed, indicating your status as “enrolled” or “wait-listed”.
- ♥ Registration does not guarantee enrollment in a course. If a course is full, we will try to enroll you in an alternate section, if requested. If all sections are full, our policy is to maintain a Wait List in the order of which applications are received for the original course request. Applicants on the Wait List will be notified if space becomes available in the course.
- ♥ Please notify the Benefits Office/W&P at least five days prior to the course date to **withdraw from a course.** You may not fill your space yourself. A replacement from the Wait List will be notified by our office.

PLEASE PRINT CLEARLY

Please check one of the following:

Employee:	Spouse of Employee:	Name of Employed Spouse:	Retiree:
<input type="checkbox"/> City	<input type="checkbox"/> City		<input type="checkbox"/> City
<input type="checkbox"/> School	<input type="checkbox"/> School		<input type="checkbox"/> School

Last Name _____ First Name _____ Middle Initial _____

Social Security #: XXX-XX- _____ Wise # _____ Retiree ID# _____
(For City employees) (For School employees) (For City and School Retirees)

Work # _____ Home # _____ Email: _____

Work Location/Dept. _____
(Retirees: Please write your mailing address above.)

Class Name _____	Class Name _____
Class Date ____/____/____	Class Date ____/____/____
Course Code: _____	Course Code: _____
For Office Use Only Status: Enrolled Wait List	For Office Use Only Status: Enrolled Wait List

Applicant's Signature _____ Date ____/____/____

CONSOLIDATED BENEFITS - WELLNESS & PREVENTION

City of Virginia Beach & Virginia Beach City Public Schools
2512 George Mason Drive
Virginia Beach, VA 23456
Phone: 263-1060 Fax: 263-1123



Contact Wellness & Prevention

Phone: (757) 263-1060 Fax: (757) 263-1123
Email: welness@ybschools.com

The *Mission of the Wellness & Prevention Program* is to empower employees and retirees with the knowledge and resources necessary to take an active role in:

- 1) Improving their quality of life, satisfaction, and overall state of health and well-being
- 2) Reducing health care costs through responsible wellness and healthcare choices.

Health Watch is a publication of the Benefits Office for all **BENEFITS-ELIGIBLE** permanent, full-time City and contracted School employees and retirees **COVERED** by a City/School Optima Health insurance policy.

The purpose of the newsletter is to keep employees and retirees abreast of current Wellness and Prevention programs and activities.