



Iowa Bulletin: 360-24-4

Date: August 19, 2024

Subject: PER – NRCS Wellness Program-Process for Reimbursement

Action Required By: September 13, 2024

Purpose. The Wellness Policy was amended August 2024. Fitness reimbursements are resuming, and this is to provide guidance on how to submit reimbursements and the deadline for FY24.

Expiration Date. September 30, 2024

Background. In August 2024, USDA-NRCS issued an updated Wellness Policy and cost incentive process. The cost incentive includes a reimbursement provided to employees for either onsite or offsite fitness activity participation in accordance with Office of Personnel Management requirements.

Explanation. This bulletin clarifies the process to be utilized for employees to receive the incentives and applies to reimbursements requested **October 1, 2023, through September 30, 2024.** Reimbursements need to be submitted by September 13, 2024.

Employees should refer to Title 360, General Manual (GM), Part 420-Safety and Health Management, Subpart S-Wellness Program, Section 420.224(2)(a) for details regarding the cost incentive requirements and must meet the criteria as described. Payments will be made via electronic funds transfer. Reimbursement is limited to up to 50 percent of the pre-tax individual membership fee, not to exceed \$300 per employee per fiscal year and will not be paid until services are rendered.

Supporting documentation for reimbursement includes:

- 1) Official paid receipt of membership to the fitness provider or facility
- 2) Membership terms and conditions
- 3) Incentive Calculation Tool attachment
- 4) AD-343, Payroll Action Request
- 5) Documentation of weekly fitness activities (submission – not required; Own records - recommended).

Fitness Program Cost Incentive Reimbursement:

- 1) [Navigate to the NRCS Center for Well-Being: Wellness Program Fitness Incentives Tool \(FIT\).](#)
 - a. Acknowledgement of Participation through the FIT Tool.
 - b. Supervisor approval of participation.
- 2) Identify provider and establishment a membership and commitment.
- 3) Documentation – official receipt from the fitness provider.
- 4) Submitting reimbursement request.
 - a. Confirm Acknowledgement of Participant via FIT Tool.
 - b. Complete the Incentive Calculation Tool through the Wellness Program Fitness Incentive Tool (FIT) and save the attachment.
 - c. Download and complete the AD-343, Payroll Action Request. To complete follow instructions on the [AD-343 Fitness Reimbursement Incentives Instructions page.](#)
- 5) Submit paperwork to FRS for review, approval, and reimbursement submission.
- 6) FRS or local Authorized Approving Official will submit reimbursement requests through the NRCS Wellness Reimbursement Tool with all supporting documentation.

****Review section Iowa – Important Notes below.**

Iowa – Important Notes:

- *References Step 5 above.* Employee will submit paperwork in one email to the following individuals:
 - Nick Johnson, Financial Resources Specialist,
 - Tara Kinyon-Anderson, Management Analyst, and
 - Megan Trout, Management Analyst and Iowa Wellness POC
- Management and Strategy staff will submit the final approved request to FPAC Human Resources Division through the NRCS Wellness Reimbursement Tool.
- Reimbursements will be submitted after services have been rendered, but no more than semi-annually.
- Employee must follow instructions in policy, the NRCS Center for Well-Being: Wellness Program Fitness Incentives Tool (FIT) site, and AD-343 Fitness Reimbursement Incentives Instructions page.
- Employees will not be reimbursed until services have been rendered, i.e. after completion of the membership period.
- **Due to year-end, reimbursements need to be submitted by September 13, 2024.**

Contact. Megan Trout, Management Analyst, at megan.trout@usda.gov or 515-323-2254.



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