

2023-2024 Health & Wellness Incentive Program

Incentive Activity Checklist

Verified by WELCOAZ Program



Instructions: This checklist is provided for your own tracking purposes. Please use it to check off each Incentive Activity as you complete them. The Incentive Year runs from **July 1, 2023 to June 30, 2024**.

Incentive payouts are deposited into the HSA for those enrolled in the HDHP health insurance plan and into the HRA for those enrolled in the PPO health insurance plan. Spouse payouts are deposited into the Employee's account.

Note: You must complete enrollment and set up your account with Chard Snyder to receive your incentive money. Incentive payouts will be completed quarterly for documents submitted as follows:

Incentive Payout	Document Deadline	Payout Date*
Qtr 1	September 30, 2023	October 27, 2023
Qtr 2	December 31, 2023	January 19, 2024
Qtr 3	March 31, 2024	April 26, 2024
Qtr 4	June 30, 2024	July 19, 2024

If Document Deadline is missed, the incentive payout will not be issued. Incentives cannot be duplicated in the same fiscal year. Please print clearly on any forms and keep a copy for your records.

Incentive Activity	Cash Incentives		Copa Coins	Instructions & Documentation Required to Earn Incentive
	Enrolled Employee	Enrolled Spouse or DP	All Copa Employees	
<input type="checkbox"/> Bundle: Complete Annual Wellness Exam with Lab Work AND one (1) Education Offering*	\$250	\$50	N/A	Submit completed Healthcare Provider Verification Form (signed by you and your PCP) to Coach Michele Complete one (1) Education Offering**
<input type="checkbox"/> Successful completion of one Health Challenge	\$50	N/A	10	Coach Michele will submit your completed Health Challenge
<input type="checkbox"/> Successful completion of second Health Challenge	\$75	N/A	10	Coach Michele will submit your completed Health Challenge
<input type="checkbox"/> Successful completion of third Health Challenge	\$75	N/A	10	Coach Michele will submit your completed Health Challenge
<input type="checkbox"/> Successful completion of fourth Health Challenge	\$50	N/A	10	Coach Michele will submit your completed Health Challenge
Incentive Earned per Fiscal Year	\$500	\$50	40	

***Payout Date:** This is the date that Copa Health Payroll processes the Incentive Payouts. It may take up to one (1) week after the Payout Date for funds to be available to use.

****Education Offering:** At least four (4) Education Offerings will be offered during the Incentive Year. You can attend the live webinar or watch the recording of the webinar. Complete and submit your quiz to Coach Michele.

Note: You must be employed with Copa Health on the Incentive Payout Date to receive your incentive.



How to Submit Forms to Wellness Council of Arizona:

- **In-person:** Submit forms to Coach Michele (keep a copy)
- **Scan and email:** Scan and email your completed forms to michele.spear@copahealth.org
- **Fax:** Fax your completed forms to Coach Michele at 602-566-9097 (follow-up with an email or phone call to confirm she received your fax)