



Health Education Guidelines for Reimbursement

1. Each class requires written pre-approval from SchoolCare Wellness Promotions; **Stephanie MacInnis** (smacinnis@schoolcare.org) before or upon registering for the class. Requests for reimbursement should be made through the **Good For You!** portal on www.schoolcare.org. Or, an email that includes the name of the class, instructor, and phone number to contact instructor, location/facility, starting and ending dates, and cost. Additional information may be required prior to approving the class. Instructors must be licensed or certified by a nationally recognized professional organization or a state agency.
2. To be reimbursed, the appropriate **SCHOOLCARE** Health Education Form must be used and submitted within 60 days of completion of the class. All parts of the form must be completed, with a receipt of payment or copy of cancelled check enclosed. The signature of the instructor and submission of the form must occur after the conclusion of the class, not at the 75% completion point.
3. The following are not eligible for reimbursement:
 - a. One on one instruction, training, etc.
 - b. Classes taken out of the instructor's home. The location must be either at the work site or a legal place of business.
 - c. Courses that are primarily home study or Internet based with some exceptions.
 - d. Classes in which a member receives continuing education credits necessary for professional development or advancement, or receives certification to be an instructor.
 - e. Dance Instruction
 - f. Self-defense classes, including martial arts, karate, etc.
 - g. Programs or clinics that perform diagnostic testing, whether for preventive care or other purposes, are not covered under the Health Education benefit.
 - h. Programs designed for enhancing athletic performance, including organized team activities (e.g. ski conditioning, tennis lessons, soccer).
4. Beginning gymnastics and swimming classes are reimbursable for children under seven years of age. **SCHOOLCARE** will only reimburse one class in each category.
5. Although weight management classes may be reimbursable, **SCHOOLCARE** will not cover the cost of any food or dietary products.
6. If two or more classes have any overlapping dates, payment will be made for only one class.