



Date: August 21, 2025
To: Schools Health Insurance Wellness Coordinators
Re: 2025-2026 Wellness Grant Program

Thank you for your submission for a 2025-2026 Wellness Grant through the Schools Health Insurance Fund. The Schools Health Insurance Fund Wellness Committee has approved a grant for the Readington BOE in the amount of \$22,500.00

All districts that received a Grant in the 2024-2025 school year, must submit an executive summary report of that program prior to receiving any grant money for the 2025-2026 Fund year. Please include a summary of all events, participation levels, and success stories. Reports must be received by September 30, 2025 to jrobinson@permainc.com.

- The Fund will reimburse approved expenses **twice a year (December and July)** by submitting a completed voucher (enclosed and also available on the website) and required documents to HIFWellness@permainc.com. Please include the signed voucher along with required back up documents/receipts. Without the below items, reimbursement will be denied.
 - Signed Purchase Orders for all items
 - Vendor Invoices if applicable OR purchase receipts (must match PO)
 - Check Copies or proof of payment for each item listed on voucher
 - Stipends – copy of payroll ledger showing check # and recipient or check
 - If the stipend is paid by voucher to the recipient directly, please include a copy of the board resolution approving the stipend to the recipient, a signed voucher, and W-9.
- Only approved wellness expenses will be reimbursed. Please refer to the guidance lists on the website.
- The only vendors to be paid directly by the Fund are the 11 approved vendors.
- All expenses are reimbursed to the BOE only, including stipends.
- Please allow up to 45+ days for payment.
- In June 2026, the BOE may submit for their approved wellness champion stipend.
- All 2025-2026 approved reimbursements must be sent to the Fund by June 30, 2026.

Have a healthy year!

<https://www.schoolshif.com/wellness/>