

# Wellness Incentive Instructions

To find the Wellness Incentive portal online follow the steps below;

1) Go to [CUSD External](https://cusdexternal.cusd80.com/EmployeeVerifications)

<https://cusdexternal.cusd80.com/EmployeeVerifications>



2) Click on Wellness Incentive.



3) This will take you to the Wellness Incentive landing page

## Wellness Incentive

### PURPOSE:

To empower employees to take charge of their health, leading to improved overall well-being. CUSD is committed to fostering a culture of wellness by promoting healthy habits, proactively managing health risks, and supporting the monitoring of medical conditions. Prioritizing employee health creates a ripple effect of positive outcomes, contributing to a healthier, more productive workforce and a stronger community.

### REWARD:

CUSD offers a **\$400 wellness incentive** to employees who meet program requirements and are enrolled in a CUSD health insurance plan. Covered spouses who meet the requirements are also eligible for an additional **\$400 wellness incentive**.

### ELIGIBILITY REQUIREMENTS:

Enrolled in CUSD medical insurance on or before **January 1, 2025**.

Fulfilling **2024-2025 employment** contract and has enrolled in a CUSD medical plan through **June 30, 2025**.

### ACTIVITY TIMELINE:

Must submit a Wellness Incentive Request and complete required activities between **July 1, 2025 and May 25, 2025** for both the employee and spouses.

*Uploaded documentation required. Any submissions without the required documentation will not be approved*

### WELLNESS INCENTIVE PAYMENT:

Your incentive will be paid depending on the plan elected for the 2025-2026 benefit enrollment:

1. If you remain on a HDHP plan, your wellness incentive will be deposited to your HealthEquity savings account on June 12, 2025.
2. If you remain on the PPO plan or switch to a PPO plan, your incentive will be used to reduce your premium for the 2025-2026 plan year.
3. If you switch to a HDHP, your deposit will be made the following school year on August 22, 2025.
4. If you are retiring or separating employment and complete your contract, your wellness incentive will be paid to you based on your current election.
  - I. If on a HDHP plan, your deposit will be made into your HealthEquity savings account on June 12, 2025.
  - II. If on a PPO plan, the incentive will be paid via payroll check, which will be subject to taxes.

### REQUEST TO PARTICIPATE AND REQUIRED DOCUMENTATION MUST BE RECEIVED BY MAY 25, 2025

For detailed information, please [click here for the wellness incentive pamphlet](#).

Only one submission per school year.

4) Click on Start a New Submission

[Start A New Submission](#)

5) Answer participation question.

**PLEASE NOTE:** If spouse enrolled in medical plan there will be a question regarding spouse participation.

Is the employee participating? No  Yes

[Save](#) [Save and Submit](#) [Exit](#)

## Wellness Incentive Instructions —continued

6) Make sure to select appropriate options and upload appropriate documentation.

When uploading documents: After document is selected must click on “Upload files” to save document.

Selections can be saved and submitted later.

Is the employee participating? No  Yes

Please choose either a physical annual exam with lipid panel and A1C or a biometric screening held by CUSD and upload your file.  
Documentation must be from healthcare provider OR have [Proof of Participation](#)

Physical Annual Exam w/ Lipid Panel and A1C  Choose Files No file chosen   
A file upload is required.

Please choose either a physical annual exam with lipid panel and A1C or a biometric screening held by CUSD and upload your file.  
Documentation must be from healthcare provider OR have [Proof of Cancer Screening](#)

Prostate Exam  Choose Files No file chosen   
A file upload is required.

Must click on Save button, if you click on the Exit button selections/changes will not be saved.

7) Once options have been selected and required documents are attached click on Save and Submit.

**MUST click on Save and Submit to finalize the process.**

8) Answer submission question.

All submissions are final. Please make sure all correct documents are attached when submitting.

**Confirm Submission**

Are you sure you want to submit? You will no longer be able to make changes on your employee submission or spouse submission (if applicable) without contacting Benefits. If you're not ready to submit, close this box and click "Save" instead.

Once you submit your information, you will receive a confirmation email notifying you that your submission has been successfully received. Please allow up to 24 hours for this email to arrive.

If you do not receive the confirmation email within this timeframe, we recommend logging into your Wellness Incentive portal to verify that your submission was completed. If your submission is reflected in the portal and you still have not received the confirmation email, please reach out to the Benefits Department for assistance.

**REMINDER:**

**APPROPRIATE DOCUMENTS MUST BE ATTACHED. SUBMISSION CANNOT BE MADE IF DOCUMENTS ARE NOT ATTACHED**