Dear Insurance Member:

Thank you for trusting us with your healthcare journey. We're pleased to continue offering our Wellness Incentive Program, focused on preventive screenings and a Complete Physical Exam (CPE). This voluntary program is available to all employees enrolled in our group medical plan.

What this means for you?

In order to receive the monthly premium savings **AND** the annual District HSA employer contribution, you must complete a CPE and any Required Preventive Screenings recommended by your Provider during the wellness year. You may complete your CPE at the Wellness Center or with a community provider. Please note that failure to achieve any of the Required Preventive Screenings will result in a forfeiture of the wellness incentive(s) and the District HAS employer contribution.

By completing your CPE at the Wellness Center, you'll benefit from a single comprehensive visit covering all your healthcare needs and save time with only one required appointment. You may also discuss any additional health concerns—at no cost (Community providers may charge for non-preventive services during your annual exam).

If you choose to complete your CPE with a community provider, you must:

- Submit completed CPE documentation forms with appropriate dates
- Schedule a CPE Health Review appointment at the Wellness Center
- Complete any Required Preventive Screenings recommended by your Provider

Lab Services—No Cost to You

Even if you choose to complete your CPE with a community provider, you are still eligible to have labs performed at the Wellness Center at no cost to you. To complete your labs at the clinic, please ask your provider to fax lab orders to (855) 475-8219. Then call (262) 214-1101 to schedule and coordinate lab services. The results will be faxed to the ordering provider.

Program Timeline & Incentive

All required activities must be completed during the Wellness Year: November 1, 2026 – October 31, 2027. Employees who choose to participate in the wellness program will receive a monthly premium savings incentive effective January 1, 2028 (Monthly Savings: Single--$60, Spouse--$60, Family--$120) and the annual District HSA contribution of $925/single and $1,850/family.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program may use aggregate information it collects to design a program based on identified health risks in the workplace, your personal information will never be disclosed either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law.

Questions? If you are unable to participate in any of the wellness program requirements to earn an incentive, you may be entitled to a reasonable accommodation. You may request a reasonable accommodation or an alternative standard by contacting Human Resources. Please contact Jennifer Johnson, Wellness and Benefits Specialist, in Human Resources at (262) 781-3030 x11186.

2026 – 2027 CPE Checklist

Complete the following steps between November 1, 2026 – October 31, 2027 to receive a monthly premium savings incentive beginning January 1, 2028. This is form is just for your reference—it is not required to be turned in.

If completing your CPE at the Wellness Center:

	Completed	Date
1. Complete your Complete Physical Exam	☐	_____
2. Complete Colon Cancer Screening (if applicable)	☐	_____
3. Complete Breast Cancer Screening (if applicable)	☐	_____

If completing your CPE with a Community Provider:

1. Complete your Complete Physical Exam	☐	_____
2. Complete your CPE Health Review at the Wellness Center	☐	_____
3. Complete Colon Cancer Screening (if applicable)	☐	_____
4. Complete Breast Cancer Screening (if applicable)	☐	_____