



## Health Education Guidelines for Reimbursement

1. Each class requires written pre-approval from SchoolCare Wellness Promotions Representative; **Jessica Campo** ([jcampo@schoolcare.org](mailto:jcampo@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](http://www.schoolcare.org).
  - 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 Certificate of Completion must be used and submitted within **60 days** of completion of the class. All parts of the form must be completed; with proof of payment (a receipt, copy of cancelled check, or a copy of bank or credit card statement) and the signature of the instructor. Submission of the form must occur after the **conclusion** of the class.
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, etc.).
4. Beginning gymnastics and swimming classes are reimbursable for children up to the age of seven. **SCHOOLCARE** will only reimburse one class in each category per eligible child.
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.