



April 11, 2022

«F2», Safety Coordinator  
«Municipality»  
«Address»  
«City», «State» «PostalCode»

**RE: 2021 Safety Incentive Program Awards**

Dear «F3»:

It is our pleasure to report that «Municipality» has earned **\$«Total Award Amount»** as a result of your outstanding performance in the 2021 BURLCO JIF Safety Incentive Program. This award includes a base award amount of **\$«Base\_Award»** as well as an additional **\$«Additional\_Amount»** in Optional Safety Incentive awards. The incentive program is designed to foster a safety attitude among the BURLCO JIF members and to promote the safety objectives of the Fund. The awards were announced at the Annual Safety Coordinator’s Roundtable held via webinar on April 05, 2022.

You and your municipal employees should be very proud of your accomplishments during this past year. Your dedication to the core principles of safety and risk management in everything you do is the reason that the BURLCO JIF has been, and will continue to be, one of the most successful Joint Insurance Funds in the State. To ensure that your Elected Officials are aware of your accomplishments, by copy of this letter, we are asking the Municipal Clerk to provide a copy of this correspondence to each member of the governing body as official correspondence from the BURLCO JIF for their information and acknowledgement.

**Claiming Your Award Monies:**

The purpose of this award is to recognize your employees for their contribution to your safety efforts. Some ways that these Funds can be used to reward your employees include the purchase of special employee recognition items or to pay for employee morale building events. Some employee recognition items that have been purchased in the past include but not limited to windbreaker jackets or other attire with the JIF Safety Logo. Some morale building events include an employee safety luncheon/dinner, BBQs, pizza parties, safety carnivals, etc. The JIF Safety Director’s office can assist with ideas on how the monies can be spent.

In addition, the Executive Safety Committee is allowing these award monies to be used to offset costs associated with local Wellness Programs. Over the past several years, many municipalities have implemented wellness programs in conjunction with their employees. These programs include but are not limited to walking clubs, health coaches, and weight reduction clubs. Employers recognize that these programs can have a positive impact on employee morale, physical fitness, mental wellbeing and health benefit costs. The JIF believes that improved employee morale and physical fitness will have a positive impact on the cost of workers’ compensation claims.

You can elect to claim your awards either by check or through a reimbursement process. If you choose to claim the full amount of your safety awards by check, please complete the enclosed voucher, sign at vendor's signature, and return it to us by **Friday, April 29, 2022**. A check, payable to your municipality, will be mailed to you once it is approved at the next JIF meeting.

If you elect to proceed with the reimbursement process to claim your awards, you can maintain your money "on account" with the JIF and claim or encumber it by **November 30, 2022** for purchases as described above. The deadline to claim these funds, if encumbered, is **February 1, 2023**.

If you do not return the attached voucher by **April 29<sup>th</sup>**, we will assume that you wish the money to remain on account and we will not issue a check. All balances held on account will be reported to the Fund Commissioners on a monthly basis in the JIF Agenda Packet.

I once again want to thank you for your involvement and congratulate you and everyone involved in the JIF safety program for making "**Safety First in All We Say and Do**"!

If you have any questions or need assistance, please do not hesitate to contact Sheila Ortiz at [sheila\\_ortiz@riskprogramadministrators.com](mailto:sheila_ortiz@riskprogramadministrators.com) or (856) 446-9137.

Very truly yours,  
BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

*Paul A. Forlenza*

Paul A. Forlenza, MGA  
Executive Director

cc: «F4», Fund Commissioner  
«F5», RMC  
«F6», Municipal Clerk (As correspondence to the Governing Body)  
«F7», CFO

File: BURLCO/2022/Safety Kickoff

Tab: 2021 Awards Distribution