



Date: February 14, 2023
Attention: «FUND_COMMISSIONER», Fund Commissioner
Member: «Municipality»
From: Tracy Forlenza, Financial Analyst
Subject: 2023 OSB, Wellness, and EPL/Cyber Money

Below please find your 2023 allocation for the above referenced BURLCO JIF Reimbursement Programs. In addition to the amount of your program allocation, we have also included information pertaining to expenses that meet each program's reimbursement criteria, instructions and deadlines for seeking reimbursement, as well as contact information for Fund Professionals that can answer your questions about each program.

Optional Safety Budget: «OSBBALANCE»

Purpose

The *Optional Safety Budget Program (OSB)* is designed to assist members in meeting their own safety objectives. The JIF provides financial reimbursement for safety related items or safety training programs purchased by the member municipality that are not provided by the MEL Safety Institute.

Reimbursable Safety Examples:

- Safety Signs & Posters
- AEDs, Eyewash Stations, Vaccinations
- Safety Equipment, Crossing Guard Equipment
- Trench Box, Lift Gates, SCBA Equipment, Bullet Proof Vests

Reimbursable Safety Training Ideas:

- Subscriptions for Tool Box Topics
- Monthly Newsletters
- Safety Manuals
- Supplemental Training – not provided by the MSI
- Purchased Safety Videos/DVD's

Inadmissible Reimbursements:

Everyday purchases such as batteries, office supplies, office equipment, furniture or janitorial supplies are NOT reimbursable under this program.

Any questions regarding reimbursable expenses for OSB money, contact Tracy Forlenza at Tracy_Forlenza@RPAdmin.com. If you are seeking ideas for the use of these funds, contact Rob Garish at rgarish@jamontgomery.com or 856-552-4650.

Wellness Incentive Program Budget: «WELLBALANCE»

Purpose

The *Wellness Incentive Program* is designed to assist members in meeting their own Wellness objectives by providing financial reimbursement for wellness and health related items/programs purchased by your municipality that are designed to promote wellness for the employees.

Reimbursable Wellness Examples:

- Fitness Trackers & Exercise Items
- Employee Challenge Incentives, Awards, & Door Prizes
- Stress Management (chair massages, yoga sessions, quiet rooms, puzzles, etc.)
- Wellness Promotional Items

- Health Fairs , Flu Clinics, & Biometric Screenings
- Guest Speakers, Nutritionists, & Demonstrations (educational topics, exercise/stretching demos, cooking demos, etc.) All healthy cooking demos must be pre-approved by Wellness Director prior to event.
- *Snack Items are limited to fresh vegetables, fruits, nuts, and seeds only.
- Farm/Veggie Stand Gift Certificates and CSAs
- *Healthy Bars are limited to only Primal Kitchen Protein Bars, RX Bars, Bulletproof Bars, GoMacro Bars, Health Warrior Pumpkin Seed Superfood Bar, KIND Protein from Real Food (NO other brands will be accepted)

***A list of reimbursable wellness expenses and wellness ideas can be found on the JIF website under the "Wellness" Tab at www.BURLCOJIF.org**

Inadmissible Reimbursements:

*No lunches or foods except those specific items listed above. Microwaves, refrigerators, supermarket & restaurant gift cards are NOT permissible under this program.

Any questions regarding reimbursable expenses for Wellness money, contact Tracy Forlenza at Tracy_Forlenza@RPAdmin.com. If you are seeking ideas for the use of these funds, contact Debby Schiffer at Debby_schiffer@targetingwellness.com or 856-322-1220.

EPL & Cyber Program Budget: «EPLBALANCE»

Purpose

The *Employment Practices Liability (EPL) & Cyber Program* is designed to assist members by reimbursing eligible costs associated with employment related matters and/or the risk associated with the use of technology by municipalities.

Examples of reimbursable EPL related expenses include:

- Attorney fees for employment related legal advice
- Attorney fees for the updating of employment policies & procedures
- Employee training not provided through the JIF or MSI
- Fees associated with arbitration/mediation and other mitigation processes

Examples of reimbursable Technology Risk (Cyber) related expenses include:

- Security enhancing software & hardware
- IT costs associated with security enhancements
- Employee cyber hygiene training not provided through the JIF or MSI
- Network security testing not provided through the JIF or MSI
- Development of technology risk related policies & procedures not provided by the JIF

Inadmissible Reimbursements:

- Non-EPL related legal expenses, travel expenses, etc.
- Computers and other non-security related computer hardware & software

Any questions regarding reimbursable expenses for EPL & Cyber money, contact Tracy Forlenza at Tracy_Forlenza@RPAdmin.com.

Reimbursement Instructions:

Payments will be processed on a monthly basis as individual reimbursement requests are submitted by members. Please submit reimbursement requests as you incur the expenses. Instructions for reimbursement are as follows:

1. **After you have completed your purchase, you must forward supporting documentation (purchase orders, invoices, course outlines, descriptions, etc.) along with a JIF voucher from JIF website (*original signatures not required*) and proof of payment to the below. Quotes cannot be used for reimbursement submission.**

Attn: Tracy Forlenza

Email: Tracy_Forlenza@RPAdmin.com

2. All documentation must be received by first Friday of the month in order to be paid that month.
3. Please note it is easier to submit these reimbursements as you incur the expense rather than waiting until the November 30th deadline.

The JIF cannot pay vendors or individuals directly on your behalf. All checks will be issued to the municipality.

Deadline for Reimbursement Requests:

Please plan your expenditures so that your requests for reimbursement are submitted no later than **November 30, 2023**. The Executive Safety Committee enforces this cutoff date. If you are planning to purchase reimbursable items after the **November 30, 2023** cutoff date; you may encumber your money by sending a letter/email to Tracy Forlenza at Tracy_Forlenza@RPAdmin.com indicating your intent by the **November 30, 2023** deadline.

All encumbered Funds must be claimed by **February 1, 2024**. The JIF will strictly adhere to the program cutoff dates.

***Safety Incentive Program (SIP):**

Your *2022 Safety Incentive Program Award* (earned in 2022 and awarded in 2023) will be announced at the Safety Breakfast in March.

Cc: «SCOORDINATOR», Safety Coordinator
«CFO», CFO
«RMC», Risk Management Consultant

File:	BURLCO JIF/2023/Optional Safety Budget	Tab:	Reimbursement Procedures
	BURLCO JIF/2023/Wellness Incentive Funds	Tab:	Reimbursement Procedures
	BURLCO JIF/2023/EPL & Cyber Funds	Tab:	Reimbursement Procedures