



**EMPLOYER BASED WELLNESS PROGRAM
YEAR-END PROGRAM/ACTIVITY CONFIRMATION**
NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 58437 (04-2017)

**NDPERS • 400 East Broadway • PO Box 1657 • Bismarck • North Dakota 58502-1657
(701) 328- 3900 • 1-800-803-7377 • Fax 701-328-3920**

Complete this form, front and back, answering every question as completely as possible, use an extra sheet of paper if additional space is needed. Incomplete forms will be returned.

PART A EMPLOYER INFORMATION

Organization	NDPERS Organization ID
Wellness Coordinator	
E-Mail Address	Telephone Number

PART B MANDATORY REQUIREMENTS

Affirmative answers to the following questions are mandatory. Verify that each mandatory item below was met during the plan year. Please affirm by initialing each box.

- Wellness Commitment Agreement SFN 58643 signed by top management?
 Wellness Coordinator assigned to agency/group?
 Someone from the agency/group attended or viewed the NDPERS Wellness Summer Workshop?

PART C MANDATORY FIVE (5) POINT SYSTEM

Five (5) points are required to qualify for the wellness discount. Verify completion of points based on program activities. Please affirm by initialing each box and describe program activities on the backside of this form.

Initials		Points
	Did you communicate wellness materials provided by NDPERS to individual employees on a monthly basis and if a state agency, university or district health unit, promote the NDPERS tobacco cessation program to employees. (1 Point)	
	Did you complete a wellness activity/program #1 as indicated on your Employer Based Wellness Program Discount Application SFN 58436? Describe in Part D, Section A. (2 Points)	
	Did you complete a different wellness activity/program #2 as indicated on your Employer Based Wellness Program Discount Application SFN 58436? Describe in Part D, Section B. (2 Points)	
	Did you complete a comprehensive wellness program? Describe in Part D, Section C. Must have prior approval from NDPERS. (4 Points)	
	TOTAL	

PART D WELLNESS ACTIVITY DESCRIPTION

Section A. Short-Term Wellness Activity/Program 1

Percentage of Employees that Participated
 %

Describe the wellness activity/program you offered, methods for promotion, and your evaluation of the activity:

	YES	NO
Was this the activity/program you indicated you would do on your discount application?	<input type="checkbox"/>	<input type="checkbox"/>
Was the activity/program completed?	<input type="checkbox"/>	<input type="checkbox"/>
Would you recommend this activity/program to another employer or offer it again?	<input type="checkbox"/>	<input type="checkbox"/>

If "NO", please indicate why: _____

Section B. Short-Term Wellness Activity/Program 2

Percentage of Employees that Participated
 %

Describe the wellness activity/program you offered, methods for promotion, and your evaluation of the activity:

	YES	NO
Was this the activity/program you indicated you would do on your discount application?	<input type="checkbox"/>	<input type="checkbox"/>
Was the activity/program completed?	<input type="checkbox"/>	<input type="checkbox"/>
Would you recommend this activity/program to another employer or offer it again?	<input type="checkbox"/>	<input type="checkbox"/>

If "NO", please indicate why: _____

Section C. NDPERS Approved Comprehensive Wellness Program:

Percentage of Employees that Participated
 %

Describe the wellness program you offered, methods for promotion, and your evaluation of the activity

	YES	NO
Was this the activity/program you indicated you would do on your discount application?	<input type="checkbox"/>	<input type="checkbox"/>
Was the activity/program completed?	<input type="checkbox"/>	<input type="checkbox"/>
Would you recommend this activity/program to another employer or offer it again?	<input type="checkbox"/>	<input type="checkbox"/>

If "NO", please indicate why: _____

PART E WELLNESS COORDINATOR APPROVAL

Wellness Coordinator Signature	Date
--------------------------------	------