{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: EMPLOYER BASED WELLNESS PROGRAM**

Dear {stdOCSalutation}:

I am writing to you regarding your NDPERS health insurance premiums and to discuss how you can save 1% on those premiums by implementing an employer based wellness program. Currently, your agency does not participate in this type of program and therefore, you are not receiving the 1% discount. The employer based wellness program is developed pursuant to North Dakota Century Code section 54-52.1-14 which states:

“*The board shall develop an employer based wellness program. The program must encourage employers to adopt a board-developed wellness program by either charging extra health insurance premium to nonparticipating employers or reducing premium for participating employers*.”

The purpose of this program is to encourage the formation of a healthy worksite culture. Did you know that the underlying causes for a significant amount of today’s health care costs is lifestyle choices relating to diet, inactivity, smoking and alcohol usage? We need your help to carry a positive message to your employees by encouraging them to take control of their lives by engaging in healthy activities and supporting them in such an effort. The goal of this program is to increase the quality of their lives. The secondary benefits of this effort will be to reduce health care costs, absenteeism and increase productivity and morale in the workplace.

To be a part of this wellness program for the {qu year} plan year, the following is required:

1. You will need to sign and return the attached program commitment and appoint a Wellness Coordinator who is willing to work towards establishing a healthy worksite culture.
2. The designated Wellness Coordinator will need to review information about the employer based wellness program that is found on the NDPERS website
3. The designated Wellness Coordinator will need to submit the enclosed Employer Based Wellness Program Discount Application SFN 58436 to NDPERS by {**qu ResponseDueDate}**. This application will indicate the wellness activities that will be performed during the wellness program plan year by the employer. NDPERS will review the application and notify you if your wellness activities are approved and qualify.

The above satisfies the requirements to qualify for the 1 percent premium discount. Please note that if you plan on participating in the wellness program for the new plan year, you must complete these requirements by {qu **ResponseDueDate}**. In addition to the above steps, if your plan is approved, the designated Wellness Coordinator will receive emails from NDPERS regarding various wellness related information. These emails will need to be provided to all eligible employees. If you have any questions regarding the application process, please contact Rebecca Fricke at (701) 328-3978.

An additional resource is available to you as well. Sanford Health Plan has Wellness Specialists dedicated to the NDPERS Wellness Coordinators. They can provide assistance in planning your Wellness programs. Sanford Health Plan provides the Wellness Coordinators with monthly newsletters, conducts monthly conference calls, yearly training workshops and assistance throughout the year via phone, email or in person. They are dedicated to making your worksite a success story in Worksite Wellness. If you would like to learn more about the resources provided or discuss program activity options, please contact either Angela Oberg at (701) 323-2132 or Whitney Kuch at (701) 323-2131.

Lastly, please note that for this program to be successful it is essential for you as top management to support the effort to create a healthy worksite culture. We welcome your comments and suggestions and I encourage you to share them with me. Together I truly believe we can have a beneficial effect. You may reach me at (701) 328-3902 or (800) 803-7377 if you are outside the Bismarck/Mandan area.

Sincerely,

NDPERS Interim Executive Director

Enclosure(s)

{tmp SFN-58436}

{tmp SFN-58643}