



**Date:** February 21, 2020  
**Attention:** Fund Commissioner and Safety Coordinator  
**Member:** «Municipality»  
**From:** Sheila Ortiz, Account Representative  
**Subject:** 2020 OSB, Wellness, and EPL/ Cyber Money

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Below, please find your 2020 allocation for the above referenced ACM JIF Reimbursement Programs. In addition to the amount of your allocation, we have also included information pertaining to expenses that meet each Program's 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 is designed to assist members in meeting their own safety objectives by providing financial reimbursement for safety related items or safety training programs purchased by the member municipality.

**Safety Item Suggestions**

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

**Safety Training Suggestions**

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

**Inadmissible Reimbursements**

Batteries, office supplies, office equipment, or janitorial supplies.

Any questions regarding ideas on how to spend your Optional Safety Budget funds should be directed to Robert Holwitt at [rholtwitt@jamontgomery.com](mailto:rholtwitt@jamontgomery.com) or 856-552-4624. Questions regarding what is an allowable expense should be directed to Sheila Ortiz at 856-446-9133 or at [Sheila\\_Ortiz@riskprogramadministrators.com](mailto:Sheila_Ortiz@riskprogramadministrators.com) or Tracy Forlenza at 856-446-9143 or [Tracy\\_Forlenza@riskprogramadministrators.com](mailto:Tracy_Forlenza@riskprogramadministrators.com).

**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 or programs purchased by your municipality.

Examples of Wellness related expenses include:

- Fitness Trackers & Exercise Equipment
- Employee Challenge Incentives, Awards, & Door Prizes
- Wellness Promotional Items
- Health Fairs, Flu Clinics, & Biometric Screenings
- Guest Speakers, Nutritionists, & Demonstrations (educational topics, cooking demos, etc.)
- Healthy Food (vegetables, fruit, nuts, etc.)
- Stress Management (chair massages, yoga sessions, quiet rooms, puzzles, etc.)

### ***Inadmissible Reimbursements***

Non-healthy foods, microwaves, refrigerators, supermarket & restaurant gift cards.

Any questions regarding what is an allowable expense, or if you are seeking ideas for the use of these funds, should be directed to Jordan Simone at jsimonewellness@gmail.com or 609-435-0708

## **EPL & Technology Liability Risk Management Budget: «EPLBALANCE»**

### ***Purpose***

The *EPL & Technology Liability Risk Management Budget Program* is designed to assist members by reimbursing eligible costs associated with employment related matters and the risk associated with the use of technology by municipalities.

Examples of eligible EPL related expenses include:

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

Examples of eligible Technology Risk related expenses include:

- Security enhancing software & hardware
- Employee cyber hygiene training not available through the JIF or MSI
- IT training related to network security
- Network security testing
- Development of technology risk related policies & procedures

### ***Inadmissible Reimbursements***

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

Any questions regarding what is an allowable expense, or if you are seeking ideas for the use of these funds, should be directed to Tracy\_Forlenza@riskprogramadministrators.com of (856) 446-9143.

### **Reimbursement Instructions**

Payments will be processed on a monthly basis as individual reimbursement requests are made by members. Instructions for reimbursement are as follows:

1. After you have completed your purchase, you must forward supporting documentation (purchase orders, vouchers, invoices, course outlines, descriptions, etc.) along with a voucher (*original signatures not required*) and proof of payment to:

**Attn:** Tracy Forlenza

**Email:** Tracy\_Forlenza@riskprogramadministrators.com

2. Upon receipt of the above documentation, a check will be issued after the next monthly JIF Executive Committee meeting.

**In order to avoid accounting problems for your vendors and the JIF, we want to again emphasize that all purchases must be made by and paid for by the municipality. The JIF cannot pay vendors directly on your behalf.**

### **Deadline for Reimbursement Requests**

Please plan your expenditures so that your requests for reimbursement are submitted no later than **December 31, 2020**. The Executive Safety Committee enforces this cutoff date. If you are planning to purchase reimbursable items after the **December 31, 2020** cutoff date; you may encumber your money by sending a letter to the Executive Director's office announcing your intent by the **December 31, 2020** deadline.

All encumbered Funds must be claimed by **February 1, 2021**. The JIF will strictly adhere to the program cutoff date.

**Please note:** A letter explaining how to claim your *2019 Safety Incentive Program Award* will be emailed to you following the Annual Safety Kickoff Breakfast scheduled for March 3, 2020.

Cc: «SCOODINATOR», Safety Coordinator  
«RMC», Risk Management Consultant

File:	ACM JIF/2020/Optional Safety Budget	Tab:	Reimbursement Procedures
	ACM JIF/2020/Wellness Incentive Funds	Tab:	Reimbursement Procedures
	ACM JIF/2020/EPL & Cyber Funds	Tab:	Reimbursement Procedures