

**Date:** February 13, 2024  
**Attention:** «FUND\_COMMISSIONER», Fund Commissioner  
**Member:** «Municipality»  
**From:** Tracy Forlenza, Financial Analyst  
**Subject:** 2024 OSB and EPL/ Cyber Money

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Below please find your 2024 allocation for the above referenced ACM 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.

**Wellness Incentive Program: NONE**

*We regret to inform you that the Wellness Incentive Program has been suspended for 2024. Please inform your Wellness Coordinator of this change.*

**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.

**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 December 31<sup>st</sup> 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 **December 31, 2024**. The Executive Safety Committee enforces this cutoff date. If you are planning to purchase reimbursable items after the **December 31, 2024** 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 **December 31, 2024** deadline.

All encumbered Funds must be claimed by **January 31, 2025**. The JIF will strictly adhere to the program cutoff dates so mark your calendars!

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

Your *2023 Safety Incentive Program Award* (earned in 2023 and awarded in 2024) will be announced at the Safety Breakfast in March.

Cc: «SCOODINATOR», Safety Coordinator  
«ALT\_FC», Alternate Fund Commissioner  
«CFO», CFO  
«RMC», Risk Management Consultant

File: ACM JIF/2024/Optional Safety Budget  
ACM JIF/2024/Wellness Incentive Funds  
ACM JIF/2024/EPL & Cyber Funds

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