



**Question 1: What is the StayFit Rewards Program?**

**Answer:** StayFit is a subsidy program that helps members pay for qualified fitness and exercise centers. PEBB subscribers and their spouse/partner who are enrolled in a PEBB medical plan are eligible to participate.

**Question 2: Can children participate in the StayFit Program?**

**Answer:** Currently, only the PEBB subscriber and their spouse/partner are eligible for the StayFit program.

**Question 3: How do I enroll in the StayFit Rewards Program?**

- Answer:**
1. Go to [www.oregon.gov/OHA/PEBB](http://www.oregon.gov/OHA/PEBB)
  2. Click on StayFit Rewards Program
  3. Download or print off the StayFit Enrollment and Gym Membership Verification form
  4. Print off the ACH Direct Deposit Form
  5. Fill out both forms
  6. Mail, Fax, or Email the forms and supporting documentation back to PEBB
  7. Once we receive all your paperwork and have processed your documents we will send you a confirmation email of your enrollment.

**Question 4: How does the StayFit program work?**

**Answer:** Eligible members need to work out at a qualified gym/fitness or exercise center at least 8 times during a calendar month. You will receive credit for one visit per day. Submit verification of your visits to PEBB and receive a \$15 subsidy payment each month that you qualify.

Question 5:

**How does my Gym/Fitness or Exercise Center qualify?**

Answer:

Your fitness facility, gym or exercise center must offer equipment and/or classes that provide you with cardiovascular exercise, flexibility training and/or resistance training, charge a fee to access the equipment and/or participate in classes and be supervised by staff. Facility staff do not have to be present onsite at all hours of facility operation. Provide a membership contract.

Examples of facilities that DO NOT qualify for the StayFit subsidy, include but are not limited to:

- ❖ Aerobic/fitness activities NOT in a qualified fitness facility/gym.
- ❖ Rehabilitation services, physical therapy, country clubs, social clubs, sports teams and/or leagues.
- ❖ Personal training, lessons such as tennis, and coaching.
- ❖ Purchase of exercise equipment or clothing.
- ❖ Fitness facilities that have no oversight (facilities in apartment buildings, hotels, sports clubs).

Question 6:

**How do I track and report my visits?**

Answer:

There are two ways to track your attendance:

1. Download the StayFit Attendance Verification Form, fill it out and email it right back to PEBB. There is no need to have the gym sign or validate this form.
  - a. To download our attendance form go to:
  - b. [www.oregon.gov/OHA/PEBB](http://www.oregon.gov/OHA/PEBB)
  - c. Click on StayFit Rewards Program
  - d. Download and complete the StayFit Attendance Verification Form
  - e. Mail, Fax or Email the form back to PEBB.
2. If your gym or fitness center provides a printout of your gym visits, you can send this to us instead of filling out the attendance form. Just be sure your name and identification number is on this printout.

Question 7:

**How often do I have to send in verification of my gym/fitness center visits?**

Answer:

You can send your attendance verification in monthly, quarterly or all at the end of the year. All verification forms have to be received by PEBB 90 days after the end of the benefit year. So for 2016, all verification forms must be received by PEBB by March 31, 2017.

Question 8:

**When will I receive my StayFit Rewards payment?**

Answer:

PEBB will make one monthly payment for eligible members who meet all of the requirements for the StayFit Rewards Program. Below is a guideline of the payment schedule, the actual payment date may fluctuate by a day or two depending on the volume of attendance reports received.

<b>Exercise Workout Month:</b>	<b>Verifications must be received by:</b>	<b>Payment Issued:</b>
January	February 15 <sup>th</sup>	March 15 <sup>th</sup>
February	March 15 <sup>th</sup>	April 15 <sup>th</sup>
March	April 15 <sup>th</sup>	May 6 <sup>th</sup>
April	May 15 <sup>th</sup>	June 6 <sup>th</sup>
May	June 15 <sup>th</sup>	July 8 <sup>th</sup>
June	July 15 <sup>th</sup>	August 8 <sup>th</sup>
July	August 15 <sup>th</sup>	September 9 <sup>th</sup>
August	September 15 <sup>th</sup>	October 7 <sup>th</sup>
September	October 15 <sup>th</sup>	November 7 <sup>th</sup>
October	November 15 <sup>th</sup>	December 9 <sup>th</sup>
November	December 15 <sup>th</sup>	January 9 <sup>th</sup> 2017
December	January 15, 2017	February 7 <sup>th</sup> 2017

*Please note: All verification forms must be received by PEBB no later than March 31, 2017 for reimbursement from the StayFit Rewards Program that occurred in 2016.*

Question 9:

**How will I receive my StayFit Rewards?**

Answer:

PEBB will deposit your StayFit subsidy payments directly into your account.

Question 10:

**How do I set up the direct deposit for my StayFit Reward payments?**

Answer:

1. Go to [www.oregon.gov/OHA/PEBB](http://www.oregon.gov/OHA/PEBB)
2. Click on StayFit Rewards Program
3. Download or print off the ACH Direct Deposit Form
4. Fill it out
5. Mail or fax the form back to PEBB along with a voided check

Question 11:

**Do I need to report my StayFit payments?**

Answer:

Your StayFit subsidy payments may be considered taxable income, consult a tax professional.

Question 12: **Which identification number do I need to list on StayFit forms?**  
Answer: You can list any one of the four identification numbers that employees have:  
a. OR number,  
b. Lottery number,  
c. University Identification number or  
d. PEBB number. Your PEBB or P number can be found listed on your PEBB benefit statement, or if you have MODA dental it can be found on your card.

Question 13: **What identification number do I list for my spouse/partner?**  
Answer: Your spouse/partner has their own PEBB number. This number can be found listed on your PEBB benefit statement, or if you have MODA dental it can be found on your card.

Question 14: **Why do you need my preferred email address?**  
Answer: Our goal is to streamline, be cost-effective and quickly get communication to you. We are asking for a preferred email so that we can send all communication regarding the StayFit program to that email address.

Question 15: **What if I can't meet all the requirements for the StayFit Program due to a medical condition or disability?**  
Answer: PEBB has two forms for you. On the StayFit Reasonable Alternative form, there will be an area for you to propose an alternative program/activity. Just like the StayFit program, you will need to let us know each month what proposed program/activity you completed (Alternative Program Attendance Verification Form). Fill out the forms and send back to PEBB, Attn: StayFit Rewards Program.

Question 16: **How do I contact someone at the StayFit Program?**  
Answer: Phone number: 503-373-1102, press option 4 and then option 6  
Fax number: 503-373-1654  
Email address: [StayFit.Rewards@oregon.gov](mailto:StayFit.Rewards@oregon.gov)  
Webpage Address: <http://www.oregon.gov/oha/pebb/Pages/16StayFit.aspx>