

GUIDELINES FOR SPENDING AND DOCUMENTING THE USE OF GRANT FUNDS

- **Grant funds may not be spent on food or drink.** This includes groceries, restaurants, or other food/drink vendors. The only exceptions are as follows:
 - Classes about nutrition and healthy cooking will be allowed. Food purchased for use in the class (i.e., to cook the demonstration meal with or as examples of nutritious food) may be purchased with grant dollars. However, any other food brought into the class (i.e., breakfast or lunch) must be purchased outside of grant dollars.
 - Restaurant/food/grocery gift cards given as a prize for participating in a fitness or weight loss challenge.
 - Produce delivery for employees (e.g., The Fruit Guys, Farm Fresh to You)
- **Gift Cards - Guidelines**
 - Gift cards should not be the core of your wellness program. They cannot be used as a fitness stipend. They may be used only to supplement a well-rounded wellness campaign.
 - If given as a prize for participating in or winning a fitness or weight loss challenge, then there is no restriction on the type of gift card that may be purchased.
 - If not tied to a fitness or weight loss challenge, then the gift card must be fitness-related. Examples include – yoga or other fitness studios or classes, sporting goods stores like Dicks, Big 5 or REI, athletic shoe or fitness apparel stores like Athleta, Adidas, Merrell, Nike, Under Armour, etc.
- **Safety equipment, services, and training** are not considered eligible wellness grant expenses.
- **Teambuilding** events, while worthwhile, are not considered eligible wellness grant expenses.

Please see the following page for more information on the rules for a Wellness Stipend.

Please save your receipts for your purchases. Receipts must show full details of what was purchased. Once you have used the funds, submit them to [Michele Dye](#) at JPIA. All funds must be used and receipts submitted by **Monday, June 21, 2027.**

Wellness Stipend

Purpose

A Wellness Stipend supports employee health and well-being by reimbursing eligible fitness and wellness expenses in accordance with the Wellness Grant Spending Guidelines. All expenses must be wellness-focused, reasonable, and properly documented.

✓ Approved Wellness Stipend Expenses

- Athletic Footwear – running, walking, or cross-training shoes (athletic shoes are allowed; apparel is excluded)
- Wellness & Fitness Equipment – dumbbells, resistance bands, yoga mats, weight racks
- Exercise & Movement Machines – treadmills, stationary bikes, rowing machines
- Wellness & Fitness Classes – yoga, Pilates, spin, mindfulness-based movement classes
- Sporting Goods – fitness-related equipment and accessories (see excluded items under Not Approved)
- Massage Therapy (Chair Massage) – short-duration, wellness-focused services
- Sun-Protection & Hydration Items – wide-brim hats, sunscreen, cooling neck wraps, reusable water bottles
- Employee Assistance Program (EAP) – ACWA JPIA Anthem EAP premium costs, if applicable
- Fitness-Related Gift Cards – athletic or sporting goods retailers

✗ Not Approved Wellness Stipend Expenses

- Athletic Clothing / Apparel
- Food & Beverages
- Restaurant or Grocery Gift Cards (unless part of a fitness or weight-loss challenge)
- General Gift Cards (Amazon, Target, Visa, etc.)
- Safety Equipment or PPE
- Team-Building or Social Events
- Cash or Cash Equivalents
- Any Expense Without a Receipt
- Excluded Sporting Goods Items – skateboards, snowboards, bike racks, or similar items

Important Reminders: Receipts required • Wellness-focused expenses only • All reimbursements subject to ACWA JPIA review