

2025 Wellness Certificate

Ashwaubenon School District



Completion of this Wellness Certificate is required for each employee and spouse covered under the health plan of the Ashwaubenon School District. If both spouses do not complete a separate Wellness Certificate, a "Wellness Surcharge" of 2.5% will be added to the plan holders' health insurance premium for the next calendar year (2026).

Wellness Certificates will be accepted December 1st, 2024 – November 30th, 2025 for the 2026 calendar year. Wellness Certificates will not be accepted after the November 30th deadline.

SECTION I – TO BE COMPLETED BY THE MEDICAL PLAN PARTICIPANT (EMPLOYEE OR SPOUSE)

Step 1: Complete all required fields below:

Participant Name: _____ ASD Employee Name: _____

Step 2: Participation Authorization

I hereby authorize my primary care provider's office to complete this document on my behalf.

Signature: _____ Date: _____

SECTION II – TO BE COMPLETED BY PRIMARY CARE PROVIDER'S OFFICE

Step 1: Circle Yes, No, or N/A (Not Applicable) to indicate participant is up-to-date with the following:

Physical Exam(s): For men and women, one physical exam in the last 12 months. <i>*Lab work as determined by provider</i>	Yes	No	N/A
Breast Cancer Screening: For women 40 and older (minimum requirement; frequency as determined by provider).	Yes	No	N/A
Cervical Cancer Screening: For women 21 and older (minimum requirement; frequency as determined by provider).	Yes	No	N/A
Colorectal Screening: For men and women 45 and older (minimum requirement; frequency as determined by provider).	Yes	No	N/A

Step 2: Provider designee must complete verification below

Clinic Name: _____

Clinic Address: _____

Provider Name
Signature: _____

Print Name: _____ Date: _____

Step 3: Return the completed Wellness Certificate to the Participant

SECTION III – TO BE COMPLETED BY EMPLOYEE

Employee: Return completed Wellness Certificate to **Ashwaubenon School District, Human Resources no later than November 30, 2025.**

Jody Smits contact: 920-492-2905 (ext. 1004) / Fax: 920-492-2999 / jsmits@ashwaubenonk12.org