

HO-CHUNK NATION DEPARTMENT OF HEALTH  
Health and Wellness Program

ORIGINAL: 112717 P&P APPROVAL: A.B. APPROVAL:
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## **FITNESS MEMBERSHIP/COMMUNITY SUPPORTED AGRICULTURE**

### **POLICY:**

It is the policy of the Health and Wellness Team to offer 6 month fitness memberships OR Community Supported Agriculture (CSA) to Ho-Chunk Nation enrolled tribal members and family members not to exclude descendants.

### **PURPOSE:**

The purpose is to provide fitness membership to encourage members of the Ho-Chunk Nation to increase activity levels. The purpose of the Community Supported Agriculture program is to provide fresh fruits and vegetables to families and individuals during the growing season to increase consumption of fruits and vegetables.

### **PROCEDURE:**

#### **ENROLLMENT**

##### **FITNESS MEMBERSHIP**

1. Applying applicant needs to be an enrolled member with the Ho-Chunk Nation.
2. Complete Ho-Chunk Nation Fitness Membership application or Community Supported Agriculture application. Applications can be found on the Ho-Chunk Nation website, requested through the Health and Wellness staff by e-mail, telephone or in person. Applications and co-pays can be returned to a Health and Wellness staff member at N6520 Lumberjack Guy Rd. Black River Falls, WI 54615. All checks must be made payable to "HHCC".
3. Memberships will take a minimum of 24-48 hours to process. If a new vendor is being added the process may take up to 10 days to complete. Applications will be processed in the order received.
4. Participants must complete all necessary facility applications. They will also be required to abide by all facility guidelines and regulations.
5. If facility offers a reduced rate or income based membership this form must also be completed. Memberships will be approved on a 6 month basis.
6. Individual memberships and family memberships will have co-pay for each 6 month membership.
7. Documentation needed for consideration of membership:
  - a. Ho-Chunk Fitness Membership Application.
  - b. Co-pay

- c. Facility contact information
  - d. College Student ID (If a membership is being supplied to a family with enrolled college students )
8. All memberships will be paid in advance for 6 months and cannot be cancelled. Participant may only switch facilities at renewal time.
  9. Memberships are non-transferrable and co-pay is non-refundable.
  10. Due to limited funds memberships will be awarded on a first come first served basis.
  11. Approved family members for a family membership are a Ho-Chunk enrolled spouse and/or Ho-Chunk enrolled children or descendant under the age of 18 that are an enrolled student and/or lives in the same household.
  12. All family members 18 years and older must complete a separate application and co-pay unless the approved vendor guidelines state otherwise.
  13. In the event that there are two or more Ho-Chunk enrolled children or descendants in a household with non-Ho-Chunk enrolled parents, a family membership will be paid for the entire family. Any children over 18 must be living in the same household.
  14. In the event there is only one enrolled child in the household under the age of 18 with non-enrolled parent(s), the Nation will pay for a single membership. If that child is too young to utilize the facility by themselves the parent(s) must pay the difference in the family and single membership cost directly to the facility or the child will not qualify for the membership. Parent(s) must sign for liability at the facility for children under 18.
  15. In the event a new facility is requested and does not fit into the policies and guidelines the facility will be denied.
  16. If a new requested facility fits the policies and guidelines but does not compare in cost to the approved facility for that area, up to \$200 single/\$390 Family will be paid to the membership. The participant is responsible for the remainder of the six month cost and must pay this up front before the Nation's portion will be paid.
  17. Class based facilities, personal training, nutrition/weight loss programs, sports lessons, massage, sauna, tanning, towel service or any cost in addition to the regular membership will not be covered.
  18. Any incomplete (any missing information/paperwork) applications greater than 6 months old from the signature date will be shredded and considered expired. A new membership enrollment process will need to be started after the six months if participant is still interested.
  19. In the event the participant is unable to utilize the membership for any reason they must contact the Health & Wellness staff within 15 days of the incident and supply necessary paperwork requested by the Health & Wellness staff for documentation.
  20. All participants will be referred to the Health & Wellness Program Recruiter to be contacted regarding any upcoming classes available in their area.

#### COMMUNITY SUPPORTED AGRICULTURE

21. Complete Ho-Chunk Nation CSA Membership application. Applications can be requested through email, telephone or in person from any Wellness staff member. Return completed applications to Ho-Chunk Nation Wellness Staff, N6520 Lumberjack Guy Road, Black River Falls, WI 54615 make checks payable to HHCC.
22. Participants must complete all necessary organization applications.

23. Shares will be approved on an annual basis.
24. Half shares and full shares will have co-pay for each annual application.
25. Single enrolled Ho-Chunk members will qualify for a half share.
26. At least two family members must be Ho-Chunk enrolled tribal members or descendants living in the same household to qualify for a full share. Approved family members for a full share are an enrolled head of household and Ho-Chunk enrolled spouse and/or Ho-Chunk enrolled children or descendants. Enrolled family members that are part of the CSA will not be eligible for their own CSA or FM during the duration of the CSA season.
27. All shares will be paid for in advance of growing season and post marked before the deadline for registration.
28. Memberships are transferrable only for current year only if the facility allows. Upon renewal tribal member must re-apply.
29. Co-pay is non-refundable and non-transferrable.
30. Due to limited funds shares will be awarded on a first come first served basis to each district.

#### CO-PAY

1. Individual memberships will be required to pay \$20.00 co-pay every 6 months.
2. Family memberships will be required to pay \$30.00 co-pay every 6 months.
3. Co-pays can be written off if the primary card holder has completed one full set of classes offered by the Health and Wellness program after July 1, 2013. These classes include Diabetes Basics Management, Pathway to Wellness, and Freedom from Smoking. Completion includes all lab work, all classes and paperwork required.
4. Any deposits/additional fees at the facility will be the responsibility of the participant

#### APPROVED FITNESS FACILITIES AND COMMUNITY SUPPORTED AGRICULTURE FARMS

1. Participants will be required to choose the approved facility in their area, in instances of more than one approved facility people may choose their preferred.
2. The approved facility for Wisconsin Dells and Baraboo will be the House of Wellness Fitness Center.
3. Recognized and approved CSA farms [www.localharvest.org](http://www.localharvest.org)

#### FITNESS MEMBERSHIP RENEWAL

1. Every 6 months members must provide a new Ho-Chunk Nation Fitness Membership application to the Health and Wellness staff.
2. Every 6 months members must provide proof of utilization if requested by the Health and Wellness staff.
3. The Health and Wellness staff will attempt to contact participant 10-20 days prior to membership ending. Renewal application and copay must be submitted at least 5 days before expiration or there may be a lapse in service.
4. Documentation needed for consideration of re-enrollment:
  - a. Ho-Chunk Fitness Membership Application.
  - b. Co-pay\*
  - c. Utilization report from facility if requested from the Health & Wellness staff

5. Co-pays will be categorized as follows: (Effective January 1<sup>st</sup>, 2018)
  - a. Primary cardholder and approved family members used the facility an average of  $\geq 15$  times per month. There will be no co-pay required.
  - b. Primary cardholder and approved family members used the facility an average of 10-14 times per month. Co-pay will continue (\$20.00 for individual and \$30.00 for family). Approved family members for a family membership are a Ho-Chunk enrolled spouse and/or Ho-Chunk enrolled children or descendants under age 18.
  - c. Primary cardholder and approved family members used facility an average of 5-9 times the co-pay will be double to renew membership. (\$40.00 for individual and \$60.00 for family)
  - d. Primary cardholder and approved family members used the facility less than 5 times per month the membership will be put on suspension for 6 months.
6. Failure to re-apply or provide all documentation will result in cancellation of membership.
7. Failure to abide by all rules set forth by the facility will result in cancellation of the membership and a 6 month suspension.

#### COMMUNITY SUPPORTED AGRICULTURE RENEWALS

1. Half shares will be required to pay \$20.00 co-pay for initial 6 months. Full shares will be required to pay \$30.00 co-pay for initial 6 months. Checks or money orders for co-pays made payable to: Ho-Chunk Healthcare Center (HHCC). Applications will not be accepted until February 1<sup>st</sup> of the growing season year. Deadline is April 15, of the year of the growing season.
2. Co-pays will be waived if the primary card holder has completed one set of classes offered by the Health and Wellness Program after July 1, 2014. These classes include Diabetes Basics Management, Pathways Class, and Freedom from Smoking. Completion includes all lab work, all classes and paperwork required.