

## Chapter DHS 150

### GRANTS FOR WORKPLACE WELLNESS PROGRAMS

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**DHS 150.01 Authority and purpose.** This chapter is promulgated under the authority of s. 250.21, Stats., to establish a process for awarding grants from the appropriation under s. 20.435 (1) (bn), Stats., to reimburse small businesses for costs incurred in establishing a workplace wellness program for their employees employed in this state.

**History:** CR 15-004; cr. Register September 2015 No. 717, eff. 10-1-15.

**DHS 150.02 Definitions.** In this chapter:

(1) "Applicant" means the small business or that person's agent applying for a workplace wellness grant under this chapter.

(2) "Complete application" means the workplace wellness grant application form on which all of the required questions on the application form have been answered.

(3) "Department" means the department of health services.

(4) "Excluded costs" means any costs paid by a small business to acquire, construct, rehabilitate, remodel, or repair real property to provide a workplace wellness program to its employees employed in this state.

**Note:** Section 250.21 (2), Stats., prohibits the awarding of grants for costs to acquire, construct, rehabilitate, remodel, or repair real property to provide a workplace wellness program.

(5) "Grant funding period" means the period beginning on March 15, 2014 and ending on December 31, 2018.

(6) "Small business" has the meaning given in s. 250.21 (1) (b), Stats.

**Note:** Section 250.21 (1) (b), Stats., reads: "Small business" means a business that has 50 or fewer employees.

(7) "State fiscal year" means the annual period commencing on the first day of July and ending on the succeeding June 30th.

(8) "Workplace wellness program" has the meaning given in s. 250.21 (1) (c), Stats.

(9) "Workplace wellness program grant" or "grant" means the grant specified under s. 250.21, Stats.

**History:** CR 15-004; cr. Register September 2015 No. 717, eff. 10-1-15.

**DHS 150.03 Application requirements.** (1) Only a small business is eligible to apply for a workplace wellness program grant.

(2) To apply for a workplace wellness program grant, the applicant shall apply on an application form supplied by the department. The applicant shall complete the application fully and accurately, including the required questions for contact information; program components; affirmation, and expenditure report. The applicant shall submit the application to the department. Applications must be received by October 31, 2018 in order to be reimbursed before the grant funding period ends on December 31, 2018.

(3) If requested by the department, the applicant shall provide to the department a receipt for the costs submitted under sub. (2).

**Note:** An application for a workplace wellness grant can be completed online at <http://www.dhs.wisconsin.gov/physical-activity/Worksite/index.htm>. A paper application can be obtained from the department by download at <http://www.dhs.wisconsin.gov/physical-activity/Worksite/index.htm> or by submitting a written request to Chronic Disease Unit, 1 W. Wilson St., Room 218, Madison, WI 53703.

**History:** CR 15-004; cr. Register September 2015 No. 717, eff. 10-1-15.

**DHS 150.04 Department action on grant application.** (1) The department shall accept grant applications on a continuous basis throughout the grant funding period. Upon receipt of an application, the department shall do all of the following:

(a) Except as provided under par. (b) and sub. (2), issue the small business a grant of 30% of its costs paid in any 12-month period, during the grant funding period, to provide a workplace wellness program, or \$15,000 whichever is less, within 60 calendar days after receiving a complete application for a grant under s. DHS 150.03 (2).

(b) Review and make award decisions on applications in the order that the applications are received. If an application for a grant is received after the \$3,000,000 appropriation account under s. 20.435 (1) (bn), Stats., is depleted for the state fiscal year, the application shall be considered received on the first day of the next state fiscal year. If an application for a grant received in a state fiscal year depletes the \$3,000,000 appropriation account without being fully paid because the amount of the grant would be greater than the remaining funds in that state fiscal year, the department shall pay the balance from the appropriation account of the following state fiscal year.

(c) Request the applicant to provide any missing information or documentation if an application for a grant is not a complete application.

(2) The department may not award a grant under this section if any of the following circumstances apply:

(a) The grant funding period has expired.

(b) The costs submitted for reimbursement are outside the grant funding period.

(c) The costs submitted for reimbursement are excluded costs.

(d) The department previously awarded the small business a grant under this chapter.

(e) The application is not a complete application.

(f) The applicant fails to provide the department with a receipt for costs requested under s. DHS 150.03 (3).

(g) The workplace wellness program was in existence before March 15, 2014.

**History:** CR 15-004; cr. Register September 2015 No. 717, eff. 10-1-15.