

WW Reimbursement Criteria

Eligibility

- Any Children's Health employee plus the employee's spouse
- Non-employees (Volunteers, contractors, UT Southwestern staff) who are not paid by Children's Health are **not** eligible for reimbursement.

Details

- Receive up to 100% reimbursement of your WW membership fees in 4 month increments when you meet requirements
- Reimbursement will be added to your paycheck and is considered taxable income per IRS guidelines.
- You must be a Children's Health employee when the expense is incurred and when the approved subsidy is paid.

Requirements for Premium (Workshop) memberships:

1. Attend 15 WW weekly Workshops within 4 consecutive months.
 - Workshops can be in-person or virtually, or a combination of both.
2. Once you have attended 15 Workshops, complete the [WW Reimbursement Request form](#).
3. Submit form with proof of attendance to employeebenefits@childrens.com.

Requirements for Core (Digital) memberships:

1. Track your weight on the WW app once per week for 15 consecutive weeks.
2. Complete the [WW Reimbursement Request form](#) and attach screenshots
 - a. You can find the Weight Tracker by clicking My Progress → Weekly Weigh-In (see screenshot below)
3. Submit the completed form with screenshots as proof to employeebenefits@childrens.com.

***To reimburse sales tax, please send a copy of your receipt with sales tax highlighted.*

Please note: All requests must be submitted within 2 months of completion

