



InvestFit Program Policy and Procedure

To begin, please read the policy and procedure below.

DISCLAIMERS / WAIVERS / CONSENT

To be eligible for any Paralyzed Veterans of America – Wisconsin Chapter (PVA-WI) program/benefit, an individual must be in good standing with the organization, must not be under suspension or subject to disciplinary action, and must conduct themselves in a manner that does not disparage PVA-WI's reputation or mission.

Eligibility Requirements for PVA-WI Programs/Benefits

To participate in PVA-WI programs/benefits, individuals must:

- Meet the eligibility requirements for the applicable program/benefit as outlined in this Manual.
- Comply with all obligations described in the PVA-WI Chapter bylaws, this manual, and any required registration forms. Noncompliance will result in suspension of eligibility until the requirements are met and approved.
- Agree to complete a brief survey, if requested, to aid in research or donor development efforts.

Additional Program Information

- Programs/benefits, policies, and procedures may change at any time and are contingent upon the availability of chapter funds.
- Applications and forms are available at: <https://wisconsinpva.org/formspolicies-procedures>
- For questions or additional information, email info@wisconsinpva.org or call (414) 328-8910.
- All application materials will be kept confidential.

Liability Waiver

By participating in PVA-WI events or programs, participants release and discharge PVA-WI, event organizers, sponsors, volunteers, staff, property owners, affiliated organizations, and their representatives from any liability, claims, or actions arising from injury, loss, or damage experienced while participating in, observing, or traveling to or from an event.

Media Consent

By participating in PVA-WI programs or events, participants grant permission to PVA-WI to use their verbal or written statements, photographs, digital images, and audio or video recordings. These materials may be used for publicity, promotional, educational, or informational purposes, including but not limited to newsletters, websites, social media, marketing materials, and other PVA/PVA-WI communications, in any medium now known or developed in the future.

INVESTFIT PROGRAM POLICY & PROCEDURE

Eligibility

- **Life Members:** Eligible
- **Associate Members:** Not eligible

The InvestFit Program supports eligible members in improving health, fitness, and overall well-being by assisting with the cost of VA Primary Care Physician (PCP)-recommended exercise equipment and approved fitness services. All reimbursement requests are subject to Board of Directors approval and contingent upon the availability of chapter funds.

Reimbursement Amounts & Limits

- PVA-WI will reimburse **50%** of the cost of **1 approved piece of exercise equipment** priced at **\$200** or more, up to a maximum reimbursement of **\$500**.
- Reimbursement is limited to **1** per fiscal year (October 1 – September 30).
- Reimbursement applies to a single item only and may not be combined or split across multiple purchases.

Request for Funding & Approval Procedure

1. Pre-Approval Requirement

To be eligible for reimbursement, participants must email the required items below to info@wisconsinpva.org.

- **Required items:**
 - A completed **InvestFit Program Medical Clearance Form**
 - Form available at: <https://wisconsinpva.org/formspolicies-procedures>
 - A brief written statement describing how you will use the equipment to support fitness, health, and wellness goals.
 - Any applicable documentation from the VA Prosthetics Department indicating denial of equipment coverage.
- Applicants will receive an approval decision via email within **2 weeks** of submitting the required materials.

2. Expense Report Submission

Once approval is received and the equipment is purchased, participants must submit an online **expense report** within **30 days** at <https://wisconsinpva.org/expense-report>.

- Expense report must include:
 - Itemized purchase receipt
 - Banking information for ACH transfer (direct deposit)
 - Photographs using the equipment obtained.

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Documentation Requirements

- Acceptable documentation of purchase includes itemized, legible receipts, credit card statements, and invoices.
- Banking information (deposit slip, voided check, or screenshot of account/routing numbers) is required for ACH transfer (direct deposit) reimbursement.
- Lost receipts cannot be reimbursed.
- Once expense reports are submitted, members may not amend or add additional expenditures.
- Only expenses personally paid by the participant are eligible. Costs paid by another individual, organization, sponsor, or third party are not reimbursable.

Photographs & Reporting Requirements

As a condition of reimbursement, participants must also provide:

- Photographs using the equipment obtained.
- Periodic updates regarding their health or fitness progress to help demonstrate program's impact.

Reimbursement Processing

- Reimbursement processing may take up to **30 days** after all required materials are received and approved.
- All reimbursements are issued via **ACH transfer** (direct deposit)