

BENEFITS bulletin

SOUTH DAKOTA state employee benefits program

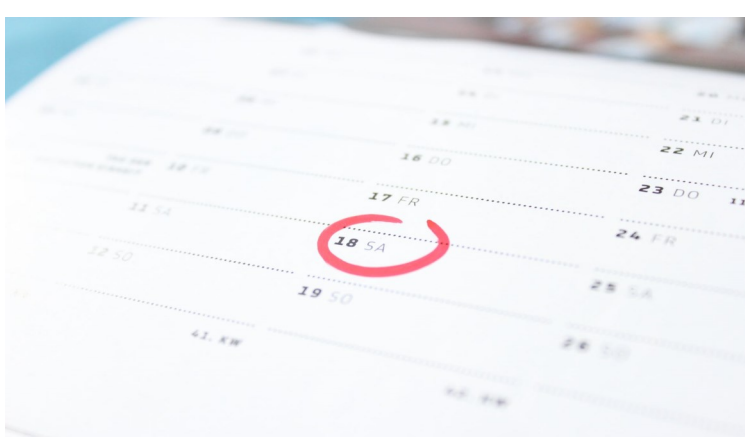
View Newsletter Online

ACT:

Sign up for an on-site Health Screening



Schedule a Well-Child Appointment



Learn:

Flu Vaccinations

Flu season is coming, but flu shots will be here first. State employees will have a chance to get a [flu shot at clinics](#) around the state in October and November. The South Dakota State Employee Health Plan covers the cost of the vaccine for state employees, spouses and dependents, and retirees/COBRA members covered by the plan.

Influenza is a highly contagious viral respiratory illness marked by the sudden onset of fever, headache, dry cough, fatigue, sore throat, muscle aches, and runny or stuffy nose. The virus is spread whenever an infected individual coughs, sneezes, or talks.

Getting a flu shot is worth 25 wellness points. Simply login to [benefit.staywell.com](#), go to the My Progress tab, scroll down to Preventive Care Programs, click on Flu Shot, then click Self Report Here. Enter the date of your flu shot and click confirm to earn your points.

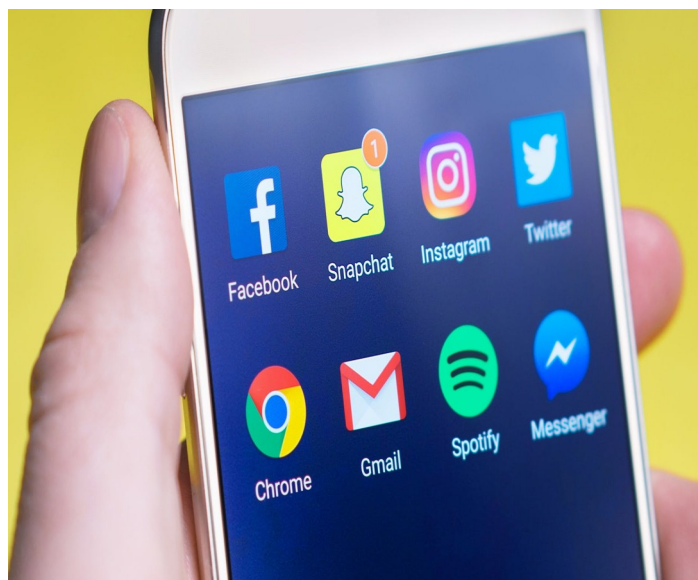
The complete fall flu shot schedule can be found at <https://doh.sd.gov/documents/calendar/StateEmployeeFluClinicTimes2018.pdf>

Employee Assistance Program Monthly Webinar:

Technology and Keeping Your Kids Safe

The seminar touches on the threats to children online. You'll learn helpful tips, like where to locate your computer to improve oversight and parental computer-monitoring programs.

You could earn 25 points if you watch this webinar and enter the date at [benefit.staywell.com](#). To log your points go to the My Progress bar, arrow down to Employee Assistance Program and enter the date you completed the webinar. The maximum you can earn in that section is 50 points.



Your benefit well-being Program:

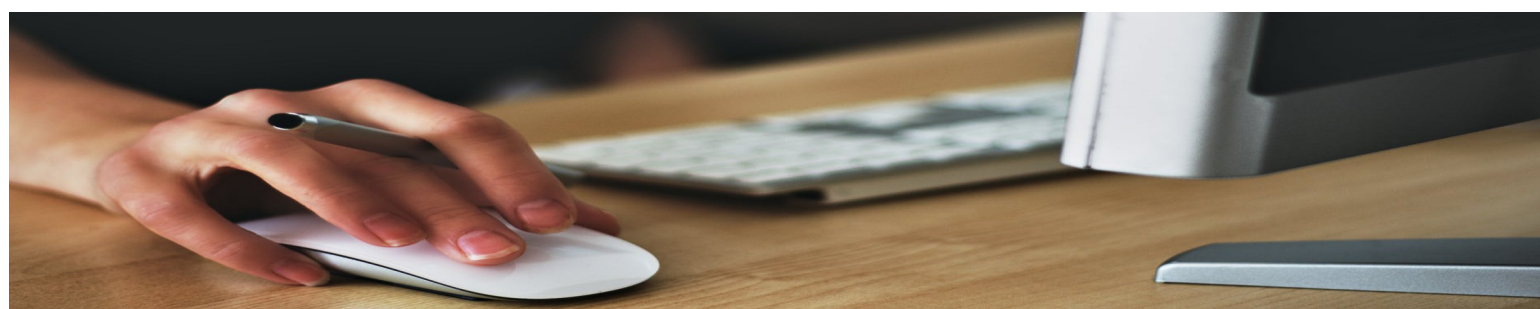
Five Tips for Preventing and Treating Workstation Discomfort

Experiencing discomfort at your workstation can lead to a variety of health problems, including carpal tunnel syndrome, back and neck issues, headaches, and computer-vision syndrome. Failing to prevent these conditions could lead to a need for pain medication and physical therapy.

Remembering these tips can help prevent and treat workstation discomfort:

- Use the 20-20-20 rule. Look away from your computer screen every 20 minutes. Focus on an object at least 20-feet away for 20 seconds.
- Angle your keyboard tray away from you to keep your wrists level while type. Be sure to keep your mouse in close proximity.
- Take a few 30- to 60-second breaks each hour to allow your body to recover from periods of repetitive tasks and stress.
- Adjust the height of your chair to ensure that your feet are planted firmly on the floor. Use a footrest if you feel that your feet are not properly supported.
- Take stretching breaks! Getting up, stretching, and walking around will do wonders for your muscles and joints.

If you are experiencing workstation discomfort, talk to your supervisor. You may qualify for an ergonomic assessment!



ASK

How do I submit an accident or short-term disability claim?

The appropriate claim forms for both Accident and Short-Term Disability coverage are available on the new MetLife Microsite. Visit [www.metlife.com/southdakota/documents/](#) and select Accident or Short-Term Disability from the "Select Category" menu. Download and fill out the claim form and return the completed claim by fax, mail, or online at <https://mybenefits.metlife.com/>. You may also begin your Short-Term Disability Claim by calling 800.396.8924.

How do I get the documents required for the Spouse and Dependent Audit?

If you were married in or had children born in South Dakota, you can visit the South Dakota [Office of Vital Records](#) to obtain certified copies of documents such as marriage or birth certificates for the cost of \$15 each. If you were married or had a child born outside of South Dakota, you will need to obtain valid documentation from the appropriate state. You can find a listing of state offices at [www.vitalchek.com](#). If you need assistance identifying the documentation required to validate an enrolled dependent's relationship, you can call Dialog Direct at 800.899.9685.

If your child is between the age of 26 and 29 and is listed as a dependent, you are also required to provide proof of full-time student status. Valid documentation includes a transcript, tuition bill, class schedule, registration, or report card for the current or next semester, quarter, or term.

Please note, your verification letter is scheduled to arrive the week of September 10. This will include all necessary information about what documents are acceptable, how to submit them, and the deadline for doing so. For more information, please visit <https://benefits.sd.gov/spouseanddependentaudit.aspx/>.

What is the Feel Like a Million Challenge?

Feel Like a Million is a new wellness challenge that uses a fun, interactive game-show theme to inspire healthy new habits. By focusing on four core areas – fitness, nutrition, balance, and purpose – you will learn how daily rituals contribute to improved energy, enhanced focus, and greater resilience.

Features include:

- Virtual dollars earned as you log activities
- Individual and team participation
- Over 200 delicious, healthy recipes
- Motivating daily health tips



Register as an individual or put together a team of four or more people! Registration is open until September 19.

The challenge is September 12 through December 4. [Click here to register!](#)

For Your Information...

Achieving the Ideal Work/Life Balance

The Employee Assistance Program can help you juggle the challenges in your life.



Career Transition

Advancement is an achievement but often comes with added stress.



Home Repair

Renovations take time and cost money. Be sure to budget both properly!



Full-Time Assistance

Caring for older parents can be trying, especially if they require full-time care.



Child Care

Daycare and school schedules take more time to work around than you might think.

Visit [EAPHelpLink.com](#) to find solutions to these and other challenges. Use code "southdakota"

Contact Us:

Call: 605.773.3148

Email: Benefitswebsite@state.sd.us

