



The Torch

The official newsletter for Indiana state employees



Upgrade
Your Health. Your Plan.

Start today and save tomorrow



New Wellness Consumer Driven Health Plan information announced by Governor

On May 1, Governor Pence announced a new initiative being added to the **Invest In Your Health** program with the tag-line of “Upgrade your health. Upgrade your plan.” This new Wellness Consumer Driven Health Plan (CDHP) is available to you during Open Enrollment this fall if you complete three easy steps before August 31.

Expect frequent newsletter updates to provide more information along the way and to serve as a reminder of deadlines associated with the new Wellness CHDP. However, start with pages three and four of this edition to help build on information already provided by the Governor.

The Upgrade program information applies to employees covered by a medical plan and employed by the State of Indiana by May 1, 2014, and does not apply to conservation officers, excise officers, Indiana State Police plan participants, part-time, temporary employees or contractors.

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The Torch is published monthly by the State Personnel Department and is available online at www.in.gov/spd

Got a story?

Submit your story ideas to:
spdcommunications@spd.in.gov

Follow us on:



Giving back

SECC recognizes agencies donors for contributions and hard work

State agencies were recently recognized for raising \$1.37 million in charitable donations for the State Employees' Community Campaign (SECC) at an awards ceremony at the Indiana State Library. More than 9,800 contributions helped reach more than 1.3 M. The Department of Revenue raised the most by agency with more than \$115,000 raised for the campaign.

During the April 2 ceremony, the 2013-2014 SECC Chairman, Lieutenant Governor Sue Ellspermann, welcomed attendees and thanked the agency coordinators for their hard work during the campaign. She then introduced James Van Dyke, CEO of New Hope of Indiana, one of 1,600 charitable organizations that benefit from SECC donations.



Lt. Governor awards BMVC coordinators with awards for their outstanding 2013-2014 SECC campaign. From left to right: Katrina Graves, Lt. Governor Sue Ellspermann and Lavonne Elliott.

Dyke spoke about how the organization supports individuals with disabilities including intellectual disabilities, cerebral palsy, autism spectrum disorders, epilepsy, Down Syndrome and traumatic brain injuries. For more information on this organization, visit newhopeofindiana.org.

State Personnel Deputy Director Denny Darrow awarded this year's Director's Award to the Bureau of Motor Vehicles Commission (BMVC) Coordinator Katrina Graves who helped raise more than \$18,000 for her agency and win the largest percent increase for an agency with more than 250 employees.

The pledges of more than 6,300 employees helped SECC to have its most successful year yet. 57 agencies reached the per capita giving level, meaning they raised at least \$50 per person within their agency. 68 agencies received a champion award with more than 1,700 employees reaching the champion level. Champion-level givers are those who give at least one-half hour's pay per paycheck.

Largest Percent Increase Awards:

- **Agency with less than 50 employees:** Education Employment Relations Board
- **Agency with 51-250 employees:** Secretary of State's Office
- **Agency with more than 250 employees:** Bureau of Motor Vehicles Commission

Retirement

INPRS offers workshops across the State

If you are looking for retirement information in locations outside Indianapolis with information more specifically geared toward PERF benefits, attend a INPRS Retirement workshop!



If you are within 18 months of retirement, sign up today for a retirement benefit workshop to receive:

- Information on how to budget for retirement
- A personalized benefit estimate
- An explanation of retirement options
- Step-by-step instructions for completing a retirement application
- Information about working after retirement
- Answers to your retirement questions

If you need additional information about these workshops, you can contact INPRS at (888) 526-1687 and press four (4) for information pertaining to the workshops. Or visit www.in.gov/inprs/workshops.htm for more information.

A letter from the State Personnel Department Director

Upgrade your health, upgrade your plan

In 2013, the State Personnel Department (SPD) began rolling out health and wellness programs through Invest In Your Health. Healthy Lifestyles equips you with the ability to track eating habits, exercise and other healthy activities. Castlight allows you to become a better consumer for healthcare services you are already using.

Feedback from employees has been overwhelmingly positive and we have heard time and again that you want more of these programs. In response to this feedback, SPD is taking health and wellness to the next level in 2014.

Starting this month, the State of Indiana is offering a way to upgrade your health plan during Open Enrollment this fall. Though the details are still being finalized, the new Wellness Consumer Driven Health Plan (CDHP) will offer lower premiums to those who qualify. To qualify for the Wellness CDHP upgrade, employees must currently be enrolled in state medical benefits by May 1, as well as complete three easy steps before August 31, 2014.

These steps help you to take control of your health and improve your overall well-being. By upgrading your health, you have the opportunity to upgrade your plan.

1

Step One is completing the Well-Being Assessment (WBA) at MyHealthyLifestyles.com. This confidential assessment helps you to identify health risks, as well as giving you the opportunity to create a plan to address potential risks.

2

Step Two is completing a biometric screening with your primary care physician or attending one of many free screening events happening around the state in May, June and July. These numbers are reported to IU Health and kept confidential from your employer.

3

Step Three is completing the Healthy Lifestyles Steps Challenge in July or earning 2,500 points in MyHealthyLifestyles.com. To qualify for the Wellness CDHP upgrade, employees must log at least 200,000 steps in the Steps Challenge during July. The 2,500 points earned in Healthy Lifestyles does not include the points earned for completing your WBA and the points must be earned between June 1 and Aug. 31.

Keep in mind that all information gathered in these steps is kept confidential and not shared with your employer. Our goal is to provide you with tools and programs that assist you in improving your overall health and well-being.

Over the next few months, additional information is coming out through *The Torch* and *Invest In Your Health* newsletter about upgrading to the new Wellness CDHP and the qualification steps. To find current updates about the Upgrade program or any other programs offered through *Invest In Your Health*, visit www.investinyourhealthindiana.com/Upgrade.



Who is eligible to participate?

Participation in the Wellness Consumer Driven Health Plan (CDHP) qualification process starts with these eligibility requirements:

- Employees covered by a medical plan and employed by the State of Indiana by May 1, 2014.
- This does not apply to conservation officers, excise officers, Indiana State Police plan participants, part-time, temporary employees or contractors.
- Those who select not to participate in the Non-tobacco use agreement are eligible.
- Retirees and employees on disability may also participate.

Once you ensure you are eligible, start planning to complete the required three steps before the August 31 deadline!

Similar to the Non-tobacco use agreement, only medical plan holders, not dependents or spouses, need to complete the qualifications.

To find a list of FAQs associated with the eligibility requirements or the Upgrade program overall, visit www.investinyourhealthindiana.com/Upgrade.

Anita Samuel, Director
State Personnel Department

Complete your Well-Being Assessment for Step One of Wellness CDHP

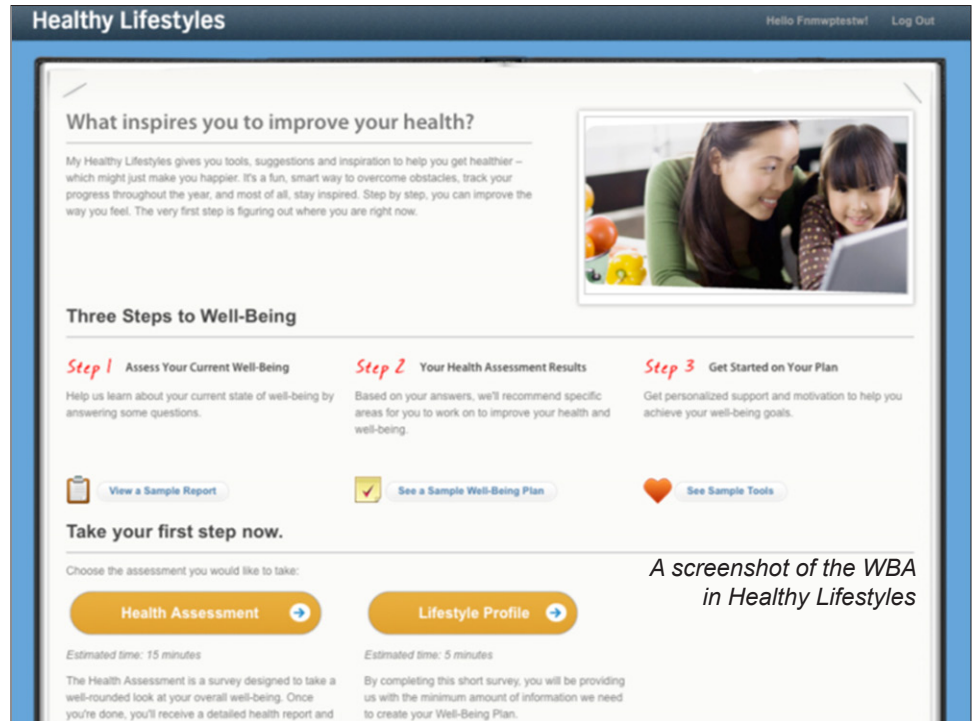
The Upgrade program information applies to employees covered by a medical plan and employed by the State of Indiana by May 1, 2014, and does not apply to conservation officers, excise officers, Indiana State Police plan participants, part-time, temporary employees or contractors.

If you are interested in upgrading your health plan with the State, your first step is completing the [Healthy Lifestyles Well-Being Assessment](#). This private and confidential Well-Being Assessment (WBA) is a questionnaire asking for information about your health and well-being. The questions range from general topics like your height and weight to more detailed information including your cholesterol, triglyceride or stress levels. If you do not have the numbers or answers for some of these questions, you can leave them blank and move on to the next question in your assessment. If you are able to obtain these numbers or answers at a later date, you can then update your WBA.

Healthy Lifestyles is available to State of Indiana employees who are enrolled in our medical coverage. If you have not registered with Healthy Lifestyles, please sign up and complete your WBA to satisfy Step One of upgrading your plan. If you are already enrolled and active in Healthy Lifestyles, all you need to do is sign in and update your existing WBA. All current Healthy Lifestyle users were prompted to update their WBA beginning March 1. So if you have already updated this information, Step One of upgrading your plan is complete.

How to complete your Healthy Lifestyles Well-Being Assessment:

- Visit www.MyHealthyLifestyles.com.
- If you are not registered on Healthy Lifestyles, click the Sign Up button.



A screenshot of the WBA in Healthy Lifestyles

- o If you have general questions or would like to learn more about Healthy Lifestyles before you register, click on the Learn More button.
- After registering, complete your WBA to finish Step One of the Upgrade plan requirements.
- If you are already registered with Healthy Lifestyles, but haven't updated your WBA: Sign In and update your WBA to complete Step One.
 - o If you have been active in Healthy Lifestyles since March 1, 2014, you should have already been prompted to update your WBA.
- Once you have completed or updated your WBA, you are finished with Step One. This information does not need to be turned in or reported; it is all stored in Healthy Lifestyles.

After you've completed your WBA, Healthy Lifestyles lets you choose focus areas and offers many resources to help manage them. You can track nutrition and exercise, join groups or challenges, and interact with other members to help reach your health and wellness goals. The more active you are on Healthy Lifestyles, the more points you earn to use in their Rewards Center. Reward items include cook books, fitness equipment, workout DVDs, an iPod Shuffle, slow cookers, and other healthy lifestyle tools.

If you have questions regarding the Upgrade plan or Healthy Lifestyles, please contact the Benefits Hotline toll-free at (877) 248-0007 or locally at (317) 232-1167. If you are having technical issues with Healthy Lifestyles, please utilize their Live Chat link at the bottom of their homepage.

It's time for farmer's markets to return, now lets have fun!

It's time for Farmers' Market season! We've finally made it through another Indiana winter and our reward is the colorful array of fruits and vegetables (among other delicious home-grown foods) to brighten our plates and re-awaken our palates. Spring is considered the season for rebirth for all living things and there is no better way to celebrate than a trip to a Farmers' Market, perusing fresh, nutritious food to feed your family.

An incredible benefit of the Farmer's Market is purchasing produce in season. Buying "in season" delivers the highest quality item at the lowest possible price. Look for these power packed produce items to increase your vitamins, minerals and fiber

Asparagus	Lettuce
Beets	Mushrooms
Broccoli	Peas
Cabbage	Radishes
Cauliflower	Rhubarb
Collards	Spinach
Green onions	Turnip
Kale	

intake:

Asparagus is a good source of dietary fiber, folic acid, vitamin C, E and B6. Cooking quickly this crisp veggie is an easy addition to many recipes. Try this tasty recipe for a tasty breakfast, lunch or dinner.

Asparagus and Leak Quiche

- 1 leek (white and light green parts only), halved and thinly sliced, well washed
- 1 bunch (1 pound) asparagus, tough ends removed, thinly sliced
- 4 large eggs
- 1 cup fat free half-and-half
- 1 refrigerated pie crust, fitted into



Recipe adapted from original Martha Stewart Recipe: <http://tinyurl.com/mzsksh>

- a 9-inch pie plate
- 1 cup shredded Gruyere cheese (4 ounces)

Directions

Preheat oven to 350 degrees, with rack in lowest position. Chop leek and asparagus as noted above. Season with salt and pepper if desired. In a large bowl, whisk together eggs, and half-and-half. Place pie crust on a rimmed baking sheet, scallop edges pushing dough together with forefingers. Spread vegetables evenly in pie crust. Sprinkle with cheese. Pour egg mixture on top. Bake until center of quiche is just set, 50 to 60 minutes, rotating sheet halfway through. Let stand 15 minutes before serving.

To better prepare for a successful farmer's market trip, here are a few tips:

- Get there early for best selection. This will give you time to chat with the vendor and pick the "cream of the crop". Also, end of market hours often lead to the best savings.
- Don't be afraid to ask questions.

Farmers want you to! Go ahead; ask what that funny looking fruit.

- **Bring cash and reusable bags.** Small bills make transactions easy and a re-usable market bag saves waste.
- **Buy staples.** This helps you to cut back on food waste. Buying bread, eggs, or your family's favorite fruits and vegetables will allow you to use your dollars wisely.
- **Learn the lingo.** Not all farmers can afford the organic certification, so ask them the difference between "greenhouse grown" and "grown or raised without hormones."
- **Channel your inner Julia.** Try something new each week, and ask the vendors for recipes or suggestions on how to prepare the new item.
- **No two apples are alike.** Remember that direct from the farm means an occasional bruise or blemish on items like produce. Not all fruits or vegetables look perfect, but because they've been grown locally you'll have the freshest flavor available.

Indiana Academy of Nutrition and Dietetics are attending the Statehouse Market every other Thursday starting May 22. Stop by and chat with one of our many nutrition experts. Looking forward to seeing you there! Visit statehousemarket.com for more details on the Statehouse Market.

Thanks to the [Indiana Academy of Nutrition and Dietetics](#) for this submission.



You don't have to be an expert to eat right

Many of us reach a point in life where we know we are not eating a healthy diet and we are not as physically active as we were at one time but are challenged with how to change. Two Indiana State Department of Health (ISDH) employees determined to “look better, feel better, have more energy” and improve their overall health found that they didn't have to be experts to accomplish their goals.

Teresa Barlow was determined to make a change after an annual visit to her health care provider a few years ago. She was unhappy with her blood pressure, weight, cholesterol and blood sugar numbers. Teresa had tried every quick fix and learned that there is no miracle diet. She decided to set out one last time to make a lifelong commitment to her health by being mindful about food choices and portions. Teresa found a few simple tips helped her to lose nearly 100 pounds! These include:

- Read food labels—including the portion size
- Eat more fresh fruits and vegetables—start a home garden
- Pack lunches/snacks to help avoid vending and other “grab-and-go” temptations
- Plan and prepare meals at home—try new foods/recipes; learn healthier ways to make your favorite comfort foods
- If you mess up, forgive yourself—there is no such thing as perfection. Never give up!

Pete Fritz had a different story. He had always been active and tried to eat well—but after taking a job that required a commute of one hour each way, he found himself overweight and not having time for the physical activity he desired. He learned that



to make a big change he needed the support of his family. They made some deliberate changes to find new ways to move more and eat better. He noted that family support and helping others made it possible for him to lose 30

pounds and get active again. Pete's tips to accomplish his goals were:

- Find a way to incorporate physical activity into your life. Pete bikes to work many days, takes short walks during breaks during work and takes the stairs.
- Seek out healthy options at the grocery store and restaurants. Look online for nutrition information and choose the best options.
- Eat more vegetables, fruits and whole grain choices.
- Volunteer to help others accomplish their physical activity and nutrition goals. Pete and his family volunteer at the Pedal and Park bicycle parking area for visitors to the Indiana State Fair.

Learn more ways to Eat Better and Move More to accomplish your nutrition goals at the [ISDH Division of Nutrition and Physical Activity website](#), [INShape Indiana](#), [MyPlate](#) and [Fruits and Veggies More Matter](#).



May 4-10, 2014

Celebrated the first week of May since 1985, Public Service Recognition Week (PSRW) is time set aside to honor the men and women who serve our nation as federal, state, county and local government employees and ensure that our government is the best in the world.

The State Personnel Department thanks all state employees for their service, commitment and dedication to making Indiana the best state in the nation.

Even during difficult times, you continue working to find innovative solutions to complex issues. Your hard work does not go unnoticed, and we want you to know that we are proud to serve with you.

Plan to visit the Statehouse Market

On May 22, the Statehouse Market returns to Robert D. Orr Plaza Drive. This season, the market hosts 12 produce vendors and 12 of Indy's favorite food trucks each Thursday through October 9. That's 21 dates for you to eat a fresh lunch and shop for a healthy dinner.



Look for more information about the market in SPD's *Around the Circle* newsletter or on statehousemarket.com. To find a market near you, [click here](#).

Discounts

Amusement park discounts have arrived! Plan your summer vacation soon

Looking to take the family to an amusement park this summer, check out these discounts first and save some money. In Indiana, we have offers from Holiday World and Indiana Beach. Also Six Flags in St. Louis and Kings Island have made offers. Holiday World is open now and finalizing their discount offer. The information will be posted on the [entertainment discounts page](#) once it becomes available.



Indiana Beach opens May 10. Get a discount on Funday Tickets or Season Passes to Indiana Beach in Monticello. Go to www.indianabeach.com, click Buy Online and use Option 2 to enter the promo code. The promo code is

available to employees on the [State Personnel Department Intranet discount page](#).

If you can't access the SPD Intranet from your work location, request the link and promo code [via email](#).



With more than 80 rides, shows and attractions, Kings Island offers the perfect combination of thrills and family fun. Guests can brave the park's 15 thrill-inducing coasters, including our newest in 2014, BANSHEE, the world's longest inverted roller coaster!

Purchasing tickets

The promo code is available to state employees on the State Personnel Department Intranet [discount page](#). If

you can't access the SPD Intranet from your work location, request the link and promo code via email.



Six Flags in St. Louis opens April 5 and offers an online

purchase program with not only substantial savings. But it allows you to "print and go" so you have your ticket in hand when you get to the park with no waiting in the line to purchase tickets. Six Flags offers a few different promotions on the ticket site. The current offers are good April 5 to Oct. 26, 2014. [View flyer](#)

- [Buy Six Flags tickets](#)

Username: INSTATE

Password: SixFlags8 (case sensitive)

Attorney General's Office

Employee unclaimed property day is May 13

The Indiana Attorney General's Unclaimed Property Division recently searched to see how many Indiana state employees have unclaimed property. The search found 4,452 properties totaling **\$271,655**. State employees should watch their mailboxes at home in the coming weeks to see if they are owners of one of these properties.

If you are notified that you have a property, you have two options for filing your claim:

- [Click here](#) to confirm property information and obtain a claim form.
- You can attend our State Employee Unclaimed Property Day on **May 13** at the State Capitol complex in downtown Indianapolis. From

10 a.m. until 2 p.m., Claims Representatives are outside of Room 219 to help employees find their properties online and start the claims process.

Unclaimed Property can be any abandoned financial asset that has not had any owner-generated activity for a period of time (from one to fifteen years depending on the type of property). Examples include savings accounts, utility deposits, insurance claims and un-cashed payroll checks.

For more information on your property or the claims process, please feel free to contact Indiana's Unclaimed Property office Monday through Friday 8 a.m. to 5 p.m. (EST) toll free at 1-800- 447-5598.



Artwork by
Jerry Williams

Retirement

Going to retire soon? Attend the additional seminar in May

If you are serious about retiring from state employment, register now for the upcoming Pre-retirement Seminar. The day-long workshop is **May 22** from **8:30 a.m. to 4:30 p.m.** in [IGC-S Auditorium](#). An hour break for lunch is also included. If you cannot make this session, the next workshop is scheduled for October 15.

This program is designed to assist state employees with advance retirement planning by providing information useful in making informed decisions. This includes:

- Public Employees' Retirement Fund
- Social Security information and options
- Insurance –options for both life and health insurance
- Benefits obtainable through Social Security and Medicare
- Hoosier S.T.A.R.T. –pros and cons of different types of investments for future retirement security.
- Key elements in estate planning, including: last will and

testament, living will, health care authorization, durable power of attorney, and death taxes.

- The Indiana Long-Term Care Program as an element of retirement planning.

This workshop is free of charge. Employees may attend the Pre-Retirement Planning Seminar on state time; however, your supervisor's approval is required to attend. Travel time and cost must be the employee's responsibility.

How to Register: [Sign into PeopleSoft](#) and then click Self Service. Under the "Learning" folder, click Browse Catalog. Choose State Personnel Department from the list of agencies, and then click the Next button twice until you see "Pre-retirement Seminar (SPD_00056)." Click the link to register. Since the seminar is held during state time, your supervisor's approval is needed in order to attend. PeopleSoft automatically sends this person an email asking him/her



to approve your enrollment in this seminar.

Your spouse is welcome to attend, but registration is not necessary for them if they are not a state employee.

Seating is limited, so reserve your seat today by logging into PeopleSoft ELM self-enroll for one of these seminars in the State Personnel Department catalog. Questions can be directed to spdtraining@spd.in.gov.

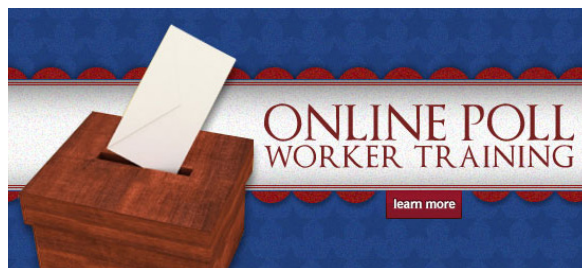
Volunteer

Work as a poll worker on Election Day and earn a little extra cash

May 6 is Primary Election Day and a paid holiday for most full-time state employees. Choosing to be a poll worker on Election Day presents a unique opportunity for you to serve your community. Experience first-hand the excitement of this election and also earn a few extra dollars.

Our republic depends on Hoosiers like you to take the initiative and play an active role in preserving the freedoms of democracy. Poll workers have the opportunity to help with a variety of jobs including setting up the polling place, helping check in voters and assisting them in the

voting process, if needed. Your county election administrators provide a short training session in order to be a successful volunteer on Election Day.



Depending on your county, you may earn anywhere from \$70-\$150 extra for your work.

There are two easy requirements in order to participate:

1. You must be a registered voter of the county in which you plan to volunteer, and
2. You must be at least 18 years old
 - Many counties allow 16 and 17 year old students to work the polls.

If service to your fellow Hoosier and making a few extra dollars sounds like a good use of your day off, do more than just vote on Election Day and volunteer to be a poll worker. Contact your county clerk's office or local political party to sign up. Contact information, as well as Online Poll Worker Training, is available at www.workthepolls.in.gov.

Join the 5/29 College Savings Day party

So the month of May might make you think of race cars, time trials and checkered flags. But, May also celebrates 5/29 College Savings Day. And Indiana's CollegeChoice 529 Savings Plans are joining the College Savings Day Party!

To start, CollegeChoice Direct is giving away a \$5,000 CollegeChoice account! All you need to do is visit www.collegechoicedirect.com/giveaway to enter!

CollegeChoice CD is also hosting a free information webinar for anyone interested in saving through the CD Plan. You can learn more about the webinar by [clicking here](#).

CollegeChoice is the state's 529 college savings program. It helps Hoosiers across the state prepare for their own or their loved ones' post-secondary education expenses. Whether a two or four year university, a trade, technical, vocational school, beauty or culinary school, you can pay for those expenses through the CollegeChoice 529 Savings Plans!

CollegeChoice 529 provides a number of benefits for saving for college, including low fees, various savings opportunities, and the best tax credit in the country. Yes, we have the best tax advantage in the country. All assets in a CollegeChoice account grow tax deferred and can be withdrawn tax-free when used for qualified education expenses. Indiana also offers any Hoosier taxpayer that contributes up to \$1,000 per year to a CollegeChoice account a 20 percent state income tax credit. That's an automatic 20 percent return on your money! And remember, anyone



that contributes can take that tax credit. So if Grandma or Grandpa, friends, family even neighbors want to contribute; as long as they have an Indiana tax liability, they are eligible for the credit. What better gift can you give yourself or a loved one than the gift of an educated future?

State employees can contribute to a CollegeChoice account, via payroll deduction. It's easy to set up and you can contribute as low as \$25 per pay period. And that will soon be lowered to as low as \$10 per pay period. You know the saying "Pay yourself first." While you're saving for retirement, why not save for education at the same time?

Help us celebrate 5/29 College Savings Day by opening your account, making a contribution and entering the \$5,000 account giveaway! For more information, please visit www.collegechoiceplan.com

Retiree Leave Conversion Program

Upon Retirement, eligible employees may receive payment for unused and uncompensated leave. The Retiree Leave Conversion Program (RLCP) extends compensation to include accrued but unused and uncompensated vacation leave in excess of 225 vacation hours as well as sick and/or personal leave. Special sick leave may not be converted and is forfeited when an employee retires or experiences a break in service.

To qualify for this program, an individual must "retire" from state employment. Retire means terminate state employment at a time when the eligible retiree is entitled to begin receive pension benefits from a public pension plan as a consequence of the retiree's state service. This includes having at least 10 years of creditable service with state agencies. Calculation of benefits under this program is based on years of service and leave hours available on the employee's retirement date.

For more details or additional information on the Retiree Leave Conversion Program and other benefits offered by the State Personnel Department to retirees, please read our Benefiting You handbook [available here](#). If you have questions regarding your Special Sick Leave time, please contact your agency's payroll department.

**State elected official's offices, legislative and judicial branches of state government are not included in this program.*

2014 Second Annual EEL **Healthy Lifestyle 5K Run/Walk**



SAVE THE DATE: July 16, 2014

2014 Registration is now open!

Feel free to register your family members to run with you and support the EEL Healthy Lifestyle 5k Run/Walk!

Register by July 1, 2014 at nriley@idoc.in.gov

Date: July 16, 2014

Time: Race will start at 10:00 a.m. (Central Time)

Location: Striebel Pond in Michigan City

Details: 5K Run or Walk

Start Time for 5K Run: 10:00a.m.

Start Time for 5K Walk: 10:05a.m.



*****Volunteer Only*****

Anyone who wishes not to participate in the actual Run/Walk may sign up as volunteers. Please email Maranda Weliver at Mweliver@idoc.in.gov if you are interested in supporting our runners/walkers!

The Department of Correction's EEL program began in 2007 to bring together promising mid-level staff to engage in numerous workshops. These are conducted over an eight month period with the goal of improving their leadership skills and develop them into tomorrow's great correctional leaders. Employees from all agencies are welcome to participate!