Dear Colleagues,

We’ve re-designed our Wellness Works! logo, program and passport – and are very excited to share our thoughts and plans for the upcoming year!

I’ll begin with a little background information. Did you know that Loudoun County Public Schools is self-insured? Every claim that is paid on your behalf (not just the co-pay, but the amount of the actual claim) is paid by Loudoun County Public Schools – not Cigna. Cigna processes claims and provides other administrative services, but the money to pay claims comes from Loudoun County Public Schools – in the form of contributions – both employee and employer.

So…why do we focus on - and why should you care about - our Wellness Works! program? If we can collectively commit to a lifestyle of wellness, we can reduce our claims AND prevent future medical issues along the way; effectively reducing the amount of money Loudoun County Public Schools spends on healthcare. Our partnership with Cigna provides us with funds and resources to help us achieve this collective state of “wellness” - and we plan to offer a multitude of programs and services designed specifically for the enrichment of the physical, financial and emotional well-being of our employees.

When we think of being well, we often think of “not being sick”. And while our physical health is very important to our quality of life, it’s only one piece of the puzzle. What we eat, how often we move our bodies, how we interact with our environment and our financial stability are all part of our overall health, and part of our wellness program. We all have one aspect of our health that we would like to improve, whether it’s taking medication on a regular basis, losing weight, quitting smoking, finding more time to exercise, eating and cooking healthier meals, making wise investment decisions, reducing stress - or whatever other factor it may be for you. Through the Wellness Works! program, our aim is to provide you with the resources, activities, and information that you need to create healthy habits that you practice every day. You’re the only you there is, and we want you to be the healthiest, happiest, you possible. We want you to set great goals for yourself - and we want to help you achieve them – we want you to “crave your healthy life,” as that’s what wellness is really all about.
The Power of Habit was a summer assignment for one of my college-aged children. I picked it up one day and was intrigued by a cover comment: “The key to exercising regularly, losing weight, raising exceptional children, becoming more productive, building revolutionary companies and social movements, and achieving success is understanding how habits work. Habits aren’t destiny...we can transform our businesses, our communities, and our lives.” I can assure you that, if you make time to read this book, it will change the way you look at some of the most routine aspects of your life.

Lastly, as an organization, we’ve reached some important milestones over the last few years. Participation and interest in our many programs is growing – and you all are “talking about” the events and rewards associated with Wellness Works! We want this trend to continue and we hope this Handbook will provide the education, tools and motivation to take this program to the next level for Loudoun County Public Schools - and for you, personally. If you’re looking for a reason to incorporate healthy behaviors and habits into your life, I hope this information gives you the “push” you need to take those significant first steps. If you have recently begun, or are well traveled in your wellness journey, then I hope our programs provide additional challenges and resources.

Examine your habits, good and bad. I encourage you to have the strength and commitment to take transformative actions where necessary, in whatever ways you choose: read the Power of Habit, be a Wellness Ambassador, be a Champion for Change, sponsor a worksite activity, participate in a BenEvent and/or enroll in a Lifestyle Management Course! One program does not fit all – and that’s why we offer a variety of choices. If you invest in yourself, and pair that with our robust wellness program, we will all benefit!

“Crave” your healthy life!

P.S. To further entice you to read The Power Of Habit, I have provided the “Reader’s Guide” on the following pages – and we have copies of the book available at no cost to you. Email Employee Health, Wellness and Benefits at lcpshealthwellness@lcps.org and we’ll make sure you get one!

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Our Mission

Wellness Works! was created to focus on the physical, financial and emotional well-being of Loudoun County Public Schools employees.

In accordance with the Loudoun County Public Schools administrative policy on wellness, Wellness Works! strives to promote practices that: enhance employees’ health, safety, and well-being; improve nutrition and promote physical fitness through lifetime activities; and provide education, activities, and programs that support a safe and healthy learning and working environment.

*Reasonable wellness program alternatives are available to individuals whose medical conditions make it unreasonably difficult, or for whom it is medically inadvisable, to meet the specified health-related standard.

The Power of Habit

Why We Do What We Do In Life and Business
Charles Duhigg

APPENDIX - A READER’S GUIDE TO USING THESE IDEAS

The difficult thing about studying the science of habits is that most people, when they hear about this field of research, want to know the secret formula for quickly changing any habit. If scientists have discovered how these patterns work, then it stands to reason that they must have also found a recipe for rapid change, right?

If only it were that easy.

It’s not that formulas don’t exist. The problem is that there isn’t one formula for changing habits. There are thousands.

Individuals and habits are all different, and so the specifics of diagnosing and changing the patterns in our lives differ from person to person and behavior to behavior. Giving up cigarettes is different from curbing overeating, which is different from changing how you communicate with your spouse, which is different from how you prioritize tasks at work. What’s more, each person’s habits are driven by different cravings.

As a result, this book doesn’t contain one prescription. Rather, I hoped to deliver something else: a framework for understanding how habits work and a guide to experimenting with how they might change. Some habits yield easily to analysis and influence. Others are more complex and obstinate, and require prolonged study. And for others, change is a process that never fully concludes.

But that doesn’t mean it can’t occur. Each chapter in this book explains a different aspect of why habits exist and how they function. The framework described in this appendix is an attempt to distill, in a very basic way, the tactics that researchers have found for diagnosing and shaping habits within our own lives. This isn’t meant to be comprehensive. This is merely a practical guide, a place to start. And paired with deeper lessons from this book’s chapters, it’s a manual for where to go next.

Change might not be fast and it isn’t always easy. But with time and effort, almost any habit can be reshaped.

THE FRAMEWORK:

- Identify the routine
- Experiment with rewards
- Isolate the cue
- Have a plan
STEP ONE: IDENTIFY THE ROUTINE

The MIT researchers in chapter 1 discovered a simple neurological loop at the core of every habit, a loop that consists of three parts: a cue, a routine, and a reward.

To understand your own habits, you need to identify the components of your loops. Once you have diagnosed the habit loop of a particular behavior, you can look for ways to supplant old vices with new routines.

As an example, let's say you have a bad habit, like I did when I started researching this book, of going to the cafeteria and buying a chocolate chip cookie every afternoon. Let's say this habit has caused you to gain a few pounds. In fact, let's say this habit has caused you to gain exactly eight pounds, and that your wife has made a few pointed comments. You've tried to force yourself to stop you even went so far as to put a post-it on your computer that reads NO MORE COOKIES!

But every afternoon you manage to ignore that note, get up, wander toward the cafeteria, buy a cookie, and, while chatting with colleagues around the cash register, eat it. It feels good, and then it feels bad. Tomorrow, you promise yourself, you'll muster the willpower to resist. Tomorrow will be different.

But tomorrow the habit takes hold again.

How do you start diagnosing and then changing this behavior? By figuring out the habit loop. And the first step is to identify the routine. In this cookie scenario - as with most habits - the routine is the most obvious aspect: It's the behavior you want to change. Your routine is that you get up from your desk in the afternoon, walk to the cafeteria, buy a chocolate chip cookie, and eat it while chatting with friends. So that's what you put into the loop:

Routine

Cue

Reward

Next, some less obvious questions: What's the cue for this routine? Is it hunger? Boredom? Low blood sugar? That you need a break before plunging into another task?

And what's the reward? The cookie itself? The change of scenery? The temporary distraction? Socializing with colleagues? Or the burst of energy that comes from that blast of sugar?

To figure this out, you'll need to do a little experimentation.

STEP TWO: EXPERIMENT WITH REWARDS

Rewards are powerful because they satisfy CRAVINGS. But we're often not conscious of the cravings that drive our behaviors. When the Febreze marketing team discovered that consumers desired a fresh scent at the end of a cleaning ritual, for example, they had found a craving that no one even knew existed. It was hiding in plain sight. Most cravings are like this: obvious in retrospect, but incredibly hard to see when we are under their sway.

To figure out which cravings are driving particular habits, it's useful to experiment with different rewards. This might take a few days, or a week, or longer. During that period, you shouldn't feel any pressure to make a real change - think of yourself as a scientist in the data collection stage.

On the first day of your experiment, when you feel the urge to go to the cafeteria and buy a cookie, adjust your routine so it delivers a different reward. For instance, instead of walking to the cafeteria, go outside, walk around the block, and then go back to your desk without eating anything. The next day, go to the cafeteria and buy a donut, or a candy bar, and eat it at your desk. The next day, go to the cafeteria, buy an apple, and eat it while chatting with your friends. Then, try a cup of coffee. Then, instead of going to the cafeteria, walk over to your friend's office and gossip for a few minutes and go back to your desk.

You get the idea. What you choose to do INSTEAD of buying a cookie isn't important. The point is to test different hypotheses to determine which craving is driving your routine. Are you craving the cookie itself, or a break from work? If it's the cookie, is it because you are hungry? (In which case the apple should work just as well.) Or is it because you want the burst of energy the cookie provides? (And so the coffee should suffice.) Or are you wandering up to the cafeteria as an excuse to socialize, and the cookie is just a convenient excuse? (If so, walking to someone's desk and gossiping for a few minutes should satisfy the urge.)

As you test four or five different rewards, you can use an old trick to look for patterns: After each activity, jot down on a piece of paper the first three things that come to mind when you get back to your desk. They can be emotions, random thoughts, reflections on how you're feeling, or just the first three words that pop into your head.

relaxed
saw
not hungry
Then, set an alarm on your watch or computer for fifteen minutes. When it goes off, ask yourself: Do you still feel the urge for that cookie?

The reason why it’s important to write down three things - even if they are meaningless words - is twofold. First, it forces a momentary awareness of what you are thinking or feeling. Just as Mandy, the nail biter in chapter 3, carried around a note card filled with hash marks to force her into awareness of her habitual urges, so writing three words forces a moment of attention. What’s more, studies show that writing down a few words helps in later recalling what you were thinking at that moment. At the end of the experiment, when you review your notes, it will be much easier to remember what you were thinking and feeling at that precise instant, because your scribbled words will trigger a wave of recollection.

And why the fifteen-minute alarm? Because the point of these tests is to determine the reward you’re craving. If, fifteen minutes after eating a donut, you still feel an urge to get up and go to the cafeteria, then your habit isn’t motivated by a sugar craving. If, after gossiping at a colleague’s desk, you still want a cookie then the need for human contact isn’t what’s driving your behavior.

On the other hand, if fifteen minutes after chatting with a friend you find it easy to get back to work, then you’ve identified the reward - temporary distraction and socialization - that your habit sought to satisfy.

By experimenting with different rewards, you can isolate what you are actually craving, which is essential in redesigning the habit.

Once you’ve figured out the routine and the reward, what remains is identifying the cue.

STEP THREE: ISOLATE THE CUE

About a decade ago, a psychologist at the University of Western Ontario tried to answer a question that had bewildered social scientists for years: Why do some eyewitnesses of crimes misremember what they see, while others recall events accurately?

The recollections of eyewitnesses, of course, are incredibly important. And yet studies indicate that eyewitnesses often misremember what they observe. They insist that the thief was a man, for instance, when she was wearing a skirt; or that the crime occurred at dusk, even though police reports say it happened at 2:00 in the afternoon. Other eyewitnesses, on the other hand, can remember the crimes they’ve seen with near-perfect recall.

Dozens of studies have examined this phenomena, trying to determine why some people are better eyewitnesses than others. Researchers theorized that some people simply have better memories or that a crime that occurs in a familiar place is easier to recall. But those theories didn’t test out – people with strong and weak memories, or more and less familiarity with the scene of a crime, were equally liable to misremember what took place.

The psychologist at the University of Western Ontario took a different approach. She wondered if researchers were making a mistake by focusing on what questioners and witnesses had said, rather than how they were saying it. She suspected there were subtle cues that were influencing the questioning process. But when she watched videotape after videotape of witness interviews, looking for these cues, she couldn’t see anything. There was so much activity in each interview – at the facial expressions, the different ways the questions were posed, the fluctuating emotions – that she couldn’t detect any patterns.

So she came up with an idea: She made a list of a few elements she would focus on – the questioners’ tone, the facial expressions of the witness, and how close the witness and the questioner were sitting to each other. Then she removed any information that would distract her from those elements. She turned down the volume on the television so instead of hearing words, all she could detect was the tone of the questioner’s voice. She taped a sheet of paper over the questioner’s face, so all she could see was the witnesses’ expressions. She held a tape measure to the screen to measure their distance from each other.

And once she started studying these specific elements, patterns leapt out. She saw that witnesses who misremembered facts usually were questioned by cops who used a gentle, friendly tone. When witnesses smiled more, or sat closer to the person asking the questions, they were more likely to misremember.

In other words, when environmental cues said “we are friends” – a gentle tone, a smiling face – the witnesses were more likely to misremember what had occurred. Perhaps it was because, subconsciously, those friendship cues triggered a habit to please the questioner.

But the importance of this experiment is that those same tapes had been watched by dozens of other researchers. Lots of smart people had seen the same patterns, but no one had recognized them before. Because there was too much information in each tape to see a subtle cue.

Once the psychologist decided to focus on only three categories of behavior, however, and eliminate the extraneous information, the patterns leapt out.

Our lives are the same way. The reason why it is so hard to identify the cues that trigger our habits is because there is too much information bombarding us as our behaviors unfold. Ask yourself, do you eat breakfast at a certain time each day because you are hungry? Or because the clock says 7:30? Or because your kids have started eating? Or because you’re dressed, and that’s when the breakfast habit kicks in?

When you automatically turn your car left while driving to work, what triggers that behavior? A street sign? A particular tree? The knowledge that this is, in fact, the correct route? All of them together? When you’re driving your kid to school and you find that you’ve absentmindedly started taking the route to work – rather than to the school – what caused the mistake? What was the cue that caused the “drive to work” habit to kick in, rather than the “drive to school” pattern?
To identify a cue amid the noise, we can use the same system as the psychologist: Identify categories of behaviors ahead of time to scrutinize in order to see patterns. Luckily, science offers some help in this regard. Experiments have shown that almost all habitual cues fit into one of five categories:

- Location
- Time
- Emotional state
- Other people
- Immediately preceding action

So if you’re trying to figure out the cue for the “going to the cafeteria and buying a chocolate chip cookie” habit, you write down five things the moment the urge hits (these are my actual notes from when I was trying to diagnose my habit):

- Where are you? (sitting at my desk)
- What time is it? (3:36 P.M.)
- What’s your emotional state? (bored)
- Who else is around? (no one)
- What action preceded the urge? (answered an email)

The next day:

- Where are you? (walking back from the copier)
- What time is it? (3:18 P.M.)
- What’s your emotional state? (happy)
- Who else is around? (Jim from Sports)
- What action preceded the urge? (made a photocopy)

The third day:

- Where are you? (conference room)
- What time is it? (3:41 P.M.)
- What’s your emotional state? (tired, excited about the project I’m working on)
- Who else is around? (editors who are coming to this meeting)
- What action preceded the urge? (I sat down because the meeting is about to start)

Three days in, it was pretty clear which cue was triggering my cookie habit – I felt an urge to get a snack at a certain time of day. I had already figured out, in step two, that it wasn’t hunger driving my behavior. The reward I was seeking was a temporary distraction – the kind that comes from gossiping with a friend. And the habit, I now knew, was triggered between 3:00 and 4:00.

**STEP FOUR: HAVE A PLAN**

Once you’ve figured out your habit loop – you’ve identified the reward driving your behavior, the cue triggering it, and the routine itself – you can begin to shift the behavior. You can change to a better routine by planning for the cue and choosing a behavior that delivers the reward you are craving. What you need is a plan.

In the prologue, we learned that a habit is a choice that we deliberately make at some point, and then stop thinking about, but continue doing, often every day.

Put another way, a habit is a formula our brain automatically follows: When I see CUE, I will do ROUTINE in order to get a REWARD.

To re-engineer that formula, we need to begin making choices again. And the easiest way to do this, according to study after study, is to have a plan. Within psychology, these plans are known as “implementation intentions.”

Take, for instance, my cookie-in-the-afternoon habit. By using this framework, I learned that my cue was roughly 3:30 in the afternoon. I knew that my routine was to go to the cafeteria, buy a cookie, and chat with friends. Add, through experimentation, I had learned that it wasn’t really the cookie I craved – rather, it was a moment of distraction and the opportunity to socialize.

So I wrote a plan:

- At 3:30, every day, I will walk to a friend’s desk and talk for 10 minutes.

To make sure I remembered to do this, I set the alarm on my watch for 3:30.

It didn’t work immediately. There were some days I was too busy and ignored the alarm, and then fell off the wagon. Other times it seemed like too much work to find a friend willing to chat – it was easier to get a cookie, and so I gave in to the urge. But on these days that I abided by my plan – when my alarm went off, I forced myself to walk to a friend’s desk and chat for ten minutes – I found that I ended the workday feeling better. I hadn’t gone to the cafeteria, I hadn’t eaten a cookie, and I felt fine. Eventually, it got to be automatic: when the alarm rang, I found a friend and ended the day feeling a small, but real, sense of
accomplishment. After a few weeks, I hardly thought about the routine anymore. And when I couldn't find anyone to chat with, I went to the cafeteria and bought tea and drank it with friends.

That all happened about six months ago. I don’t have my watch anymore – I lost it at some point. But at about 3:30 every day, I absentmindedly stand up, look around the newsroom for someone to talk to, spend ten minutes gossiping about the news, and then go back to my desk. It occurs almost without me thinking about it. It has become a habit.

Obviously, changing some habits can be more difficult. But this framework is a place to start. Sometimes change takes a long time. Sometimes it requires repeated experiments and failures. But once you understand how a habit operates – once you diagnose the cue, the routine and the reward – you gain power over it.

Wellness Ambassador

What is a Wellness Ambassador?
A Wellness Ambassador is an employee at your worksite who has volunteered to be part of the Loudoun County Public Schools Wellness Works! program. Your Wellness Ambassador works with Employee Health, Wellness and Benefits to help educate, communicate and promote the Wellness Works! program by helping with the following:

- Promoting the Cigna Health Assessment (HA)
- Promoting the Wellness Works! Passport Program
- Distributing materials for wellness related programs
- Forwarding email information to staff at your worksite
- Encouraging Worksite Activities
- Approving or denying and submitting Worksite Activity forms to Employee Health, Wellness and Benefits
- Communicating with Employee Health, Wellness and Benefits about wellness questions

If you are interested in joining this group of motivated volunteers, please call Employee Health, Wellness and Benefits at 571-252-1810.
Champion For Change

Has someone you know had a positive impact on you?

Who is a Champion For Change? Someone who has had a positive impact on their overall health on an independent basis or with a group. Someone who has shown leadership in the Wellness Works! Program. Someone who has lowered their cholesterol or blood pressure and maintained the results. Someone who has been smoke-free for six months.

How does the program work? A nomination form with information about the Champion is presented to Employee Health, Wellness and Benefits. Each month a Champion is chosen based on the criteria above. The Champion and their nominee will appear in the Wellness Works! Newsletter.

What is the benefit? Recognition! All champions will be recognized in the Employee Health, Wellness and Benefits Wellness Works! Newsletter - in addition to being awarded a plaque which will be presented to them at a School Board Meeting.

I’d like to nominate someone. What do I do now? Complete the nomination form on the back of this page or print one from the Employee Health, Wellness and Benefits website. The form should be emailed, faxed or mailed to the Employee Health Wellness and Benefits office.

NOMINATE SOMEONE TODAY!

Nomination Form

Nominee Information

Name: _____________________________________________

Worksite: ___________________________________________

Nomination Category (circle one)

Fitness  Nutrition  Positive Outlook  Healthy Behavior  Other: ___________

In 100 words or less, please tell us about your nominee and why they are a Champion:

Nominator Information

Name: ______________________________________________

Worksite: ____________________________________________

Email: ______________________________________________

Submit This Form

wellness@lcps.org
Fax: 571-252-1401

LCPS Administration Building
Employee Health, Wellness and Benefits
21000 Education Court, Suite 319
Ashburn, VA  20148
**Worksite Activity**

**What is a Worksite Activity?** A Worksite Activity is an activity based at your worksite and run by your co-workers. In addition to promoting and advocating healthy lifestyle choices, participating employees are able to earn Wellness Passport points (as designated in the Wellness Passport).

Examples of Worksite Activities:
- Basketball Tournament
- DVD Yoga Classes
- Morning Walking Class
- Zumba Classes
- Morning or Afternoon Stretching Group
- Healthy Eating Group (Recipe Sharing)

Guidelines for Worksite Activities:
- Specific Activity Duration (minimum of 4 weeks or an all day/one day event)
- Regular Meeting Time (one time per week with a minimum of 30 min)
- Have a Wellness Focus (walking club, nutrition club, volleyball, basketball, stress management)
- Participation (minimum of three people)

I’d like to sponsor a Worksite Activity, what do I do now? Complete the Worksite Activity Form on the back of this page, have your Wellness Ambassador sign it, then email, fax or mail it to Employee Health, Wellness and Benefits. Your worksite activity will be recognized in an upcoming Wellness Works! Newsletter!

**Worksite Activity Approval Form**

Worksite Location:________________________________________________________

Name of Activity:________________________________________________________

Type of Activity:________________________________________________________

Activity Begin Date:_______ Activity End Date:_______

Number of Participants:_____ Frequency of Activity:_____

Name of Activity Captain:________________________________________________

Signature of Activity Captain:_____________________________________________

Name of Wellness Ambassador: __________________________________________

Signature of Wellness Ambassador:_______________________________________

This form must be approved by your Wellness Ambassador prior to your Worksite Activity begin date.

This form must be returned to Employee Health, Wellness and Benefits no later than 10 days after your begin date.

**IMPORTANT NOTICE:** Participation in this worksite activity is voluntary and at your own risk. Injuries resulting from such participation are not compensable as part of workers’ compensation legislation. All employees participating in your event must sign the waiver attached to the Worksite Activity Approval Form that can be found on the Employee Health, Wellness and Benefits webpage.
Lifestyle Management Courses  
Offered through Kronos (A Cigna Partner)

Program Details  
Lifestyle modification and behavior change are the foundations of all the Lifestyle Management Courses. Goals are achieved through a combination of health coaching, small group support and focus on the challenges that go along with adopting a healthier lifestyle. The courses provide participants with tools that they can use for the rest of their lives to develop and maintain healthy habits that support a long and healthy life.

Format and Materials  
Taught onsite, courses meet at the same scheduled time for a set number of weeks, based on the course. Each week’s class is 60 minutes (45 minutes of instruction and 15 minutes of discussion) and builds on the previous class to provide participants with a solid understanding of the material. Each class includes weekly curriculum, handouts, and homework. The courses also encourage participants to use journals and monthly/weekly goal logs to help enhance learning and improve accountability. Surveys are distributed at the beginning and end of each course to identify behavior change and measure results. A workbook of the curriculum, handouts, journals and goal logs is included with each program.

Instruction and Curriculum Development  
Lifestyle Management Courses were developed by experts in exercise, nutrition, disease prevention and behavior change, under the supervision of the Kronos Medical Director. All classes are taught by Kronos health professionals trained in health promotion, nutrition and exercise and the Kronos Lifestyle course curriculum.

Sign Up  
Members sign up via an online scheduler, available 24 hours a day, seven days a week. With each course, registration information about that specific Lifestyle Management Course will be provided on the Kronos website. Registration is first come, first served.

Cost and Registration  
The cost of each program varies. The program fee is due at the time of registration. Loudoun County Public Schools will reimburse the full program fee upon successful completion of the program. Successful completion is achieved by attending all classes and completing both the pre-class survey and post-class survey. Class size will be limited and participants will be registered on a first come, first served basis via the online scheduler. Registration details will be provided each time a program is available. Points can be earned for your Wellness Works! Passport by attending these classes.

Webinars and Speakers  
Interested in having a speaker come to your worksite or hosting a webinar for employees at your worksite? Cigna can help! With Cigna Wellness Seminars, you’ll provide opportunities for a new or improved workplace that leads to healthier employees.

Cigna’s Onsite Wellness Seminars bring the most up-to-date information to employees on almost any health topic. The highly trained and certified health educators will deliver any of the seminars at the time, date and place that works best for your worksite. All seminars are an hour in length, are interactive and include educational handouts.

Topics at a glance:
- Aging
- Back Care
- Cancer
- Cholesterol
- Colds and Flu
- Diabetes
- Fitness
- Food and Cooking
- Goal Setting
- Headaches
- Heart Disease
- Holidays
- Hormones
- Hypertension
- Nutrition
- Optimal Health
- Prescription Drugs
- Sleep
- Stress
- Walking and Running
- Weight Management

For a full listing and detailed descriptions, or to schedule a seminar at your worksite, contact the Employee Health, Wellness and Benefits office at 571-252-1810. Seminars need to be scheduled at least one month in advance.
Wellness Awards

American Heart Association Fit! Friendly Award
2007, 2008, 2009, 2010 – Gold Level - Applicants were evaluated based on a demonstrated implementation of a specific number of “physical,” “nutrition” and “culture” activities.
2011, 2012, 2013 – Platinum Level - Applicants were evaluated based on a demonstrated implementation of all of the gold criteria AND at least one behavior change and at least one cost savings outcome or positive return on investment.

Directors of Health Promotion and Education (DHPE) School Employee Wellness (SEW)
2013 – Gold Level
School employee health is one area that DHPE has focused its work on - with funding from the Centers for Disease Control and Prevention. In 2009, DHPE implemented an awards program to recognize schools/districts that have implemented school employee wellness programs that promote employee health, improve workforce productivity and reduce the costs of employee absenteeism and healthcare. A total of 56 schools/districts from around the country submitted applications for DHPE’s 2013 School Employee Wellness awards program, and nine were recognized. We received a $1000 grant and are featured on the DHPE Website.

Cigna Well-Being Award Outstanding Culture of Well-Being
2013
Applicants were evaluated based on various components of their wellness program, including the overall infrastructure of the wellness program (management support, goals, branding of the program), workplace environment (i.e. policies), program implementation, data collection, incentives and overall participation. In the Mid-Atlantic Region, 13 applications were submitted and six were recognized for exceptional programs.

Washington Business Journal - Greater Washington’s Healthiest Employers
2013
This is the 3rd Annual Greater Washington’s Healthiest Employers Awards. The awards program recognizes organizations that are committed to creating a healthy workplace and measures wellness programming in six key categories: culture and leadership commitment, foundational components, strategic planning, communication and marketing, programming and interventions, reporting and analysis.

Loudoun County Chamber of Commerce Healthy Business Challenge
2013 - Platinum
The Healthy Business Challenge was created to recognize and honor Loudoun businesses that have implemented innovative programs and policies designed to promote the wellness and productivity of their employees, while helping to keep rising insurance and other health-related costs in check. Applicants were evaluated based on communication/education, disease prevention, nutrition, fitness, company policies, self-care and stress management and other innovative programs and initiatives.

Wellness Passport Description and Requirements

What is the Wellness Passport Program?
A year long program which allows you to earn points towards a wellness incentive reward by receiving services and participating in a variety of health and wellness related activities. This program offers a wide selection of wellness services from which you can choose to earn credit.

How do I complete the Passport?
The passport program begins on page 30 of this handbook. Throughout the 2014 calendar year, confirm your completed actions and screenings by writing your points earned on the line under Points Earned. Doctor’s initials are not required - just be honest! Complete a minimum of 40 points in each category - Awareness, Screening and Action. Total your points earned from each page and then list them on page 33. A total of 120 points using point totals from specific categories must be earned. On page 34, sign, date and return only page 34 of the passport to Employee Health, Wellness and Benefits before January 31, 2015 (for services received between January 1, 2014 - December 31, 2014).

What are the requirements to receive my $120 reward?
The requirements include:
1. A Cigna Medical Health Assessment. If you do not have Cigna, you can complete the Real Age Health Assessment for you and/or your spouse. See more about Health Assessment information on the next page.
2. Biometric numbers. When you complete the Cigna Health Assessment, you will be asked for your Biometric numbers. This includes your blood pressure, cholesterol, waist circumference, height and weight. These numbers are required for successful completion.
3. A Delta Dental Health Assessment. You do not need to be a Delta member to complete this assessment. It is available for everyone.
4. A minimum of 120 total points in specific categories.
5. You must be an active, benefits-eligible employee at the time of the reward to qualify.
6. All points must be earned between the dates of January 1, 2014 - December 31, 2014. Page 34 of the passport must be submitted no later than January 31, 2015.

When do I get my $120 reward?
Upon successful completion of the passport, the $120 reward will be deposited into your payroll direct deposit account on or before March 30, 2015, but no earlier than February 1, 2015. This option is taxable and the reward will be included on your W-2.
Wellness Passport Instructions

How Do I Complete the Medical Health Assessment?
Cigna members must go to www.mycigna.com. Biometrics are required. See below for more information about Biometrics. Cigna will verify your Health Assessment completion for LCPS.

Non-CIGNA members can go to www.realage.com. For Real Age, you must print the completion page, write your name and date of completion on the page and attach it to your passport.

How Do I Complete the Dental Health Assessment?
LCPS health insurance is not required to access this health assessment. You do not need to submit your results. Go to www.deltadentalva.com/oralHealthRiskAssessment.aspx to complete your assessment.

What are Biometric Numbers and why do I need them?
Do you know your cholesterol level? What about your waist circumference, blood pressure, height or weight? Knowing these numbers is an important part of being and staying healthy and they are required for successful passport completion. During 2014, there will be a number of opportunities to get those numbers when it’s convenient for you.

Can’t come to a wellness event to get your numbers? For your convenience, blood pressure screening kiosks are available for all LCPS employees and are located in the Administration Building, Transportation Office on Sycolin Road and Valley Service Center in Hamilton. The screening kiosks can provide the following readings: blood pressure, weight and BMI. Or, go to a Patient First facility or a Minute Clinic – they can perform those tests for you, and so can your doctor.

If you get your numbers as part of your routine annual physical, they may be covered through your insurance plan at no cost to you.

Earn points by attending a BenEvent! What is a BenEvent?
Any event listed in the 2014 Employee Health, Wellness and Benefits handbook.

What is the EAP Skill Builder?
The EAP is your Employee Assistance Program. Visit www.lytleeap.com and use login “lcps”. Click on “Go directly to Work/Life Web Resources”. Select any topic, scroll to the bottom of the page, and click “Skill Builder.” Call the EAP anytime at 800-EAP-7272 for FREE and CONFIDENTIAL help with work/life issues.

What is a Cigna Program?
Go to www.mycigna.com. Log in, then under “Manage My Health”, click on the “My Health Programs & Resources”. Participate in one of the many Cigna programs to earn Action Points on page 32.
March & April BenEvents

**Fitness & Activities**

### March Meditation
5:30 - 6:30 pm
*March 4, March 6*

*Evergreen Mill Elementary*
*Tues, Mar 4*
*Thurs, Mar 6*

*Emerick Elementary*
*Mon, Mar 10*
*Wed, Mar 12*

*Newton-Lee Elementary*
*Tues, Mar 25*
*Thurs, Mar 27*

Details will be posted on website

### April Couch to 5k
Want to run a 5k (3.2 miles) but need help? Join the Couch to 5k six week training program and be ready to participate in the first LCPS Wellness Works! 5k on May 17th! Fun for the whole family!

This is a six week running program for beginner runners. Start the 1st week in April to be ready by May 17th! Instructions and details will be posted to the website.

---

**Workshops, Seminars & Wellness Education**

### Guest Speakers
Interested in having a speaker come to your worksite or hosting a webinar for employees at your worksite?

Suggested speakers:
- **Stress Management**
- **Walking & Running**

**Webinars**

**Organizing Your Life:** Simple ways to find more time for you.
*Mar 19 - 4:30 - 5:30 pm*

**Things I wish I had known before my first race.**
*Apr 23 - 4:30 - 5:30 pm*

Details on page 20

**Lifestyle Management**

**Stress Management**
Five Week Course
Min 20/Max 35 participants
$155 cost at registration.
Cost reimbursed upon successful completion.
*Apr 9, 16, 23, 30, May 7 - 5:30 - 6:30 pm*

Administration Building
Details on page 19

**Additional Wellness Activities and Information**

**Biometrics Screening Event**

*Inova Mobile Health Services*

**Glucose, Blood Pressure, Waist Circumference, Cholesterol, Height and Weight**
*Mar 19 - 3:30 - 6:00 pm*

*Seneca Ridge Middle, Sterling*
*Apr 30 - 3:30 - 6:00 pm*

*Harmony Middle, Hamilton*

Details will be posted on website

**Cooking Demonstration**

**Healthy Spring Meals w/ NutrientChef**

*Food Samples Provided*
Registration Required on website.
Max 25 participants.
*Apr 9 - 5:30 - 7:00 pm*
*Location TBD*

---

May & June BenEvents

**Fitness & Activities**

### 5k Reimbursement
April 1, 2014 - August 31, 2014

Whether you’re a new runner or an experienced runner, now is the time to get or stay active!
We are encouraging you to run a 5k this year! If you successfully complete a 5k (and provide proof) between April 1, 2014 - August 31, 2014, the LCPS Wellness Works! Program will reimburse the cost of the 5k registration fee, up to $30.00 (one time only). In addition, if you are running a 10k, half marathon, full marathon, mud run or another similar type event, that counts too! Email us at wellness@lcps.org with questions about an event you might be participating in.

Details are posted to the Employee Health, Wellness and Benefits website.

### Workshops, Seminars & Wellness Education

**Guest Speakers**
Interested in having a speaker come to your worksite or hosting a webinar for employees at your worksite?

Suggested speakers:
- **Fitness**
- **Sleep**

**Webinar**

**Those Shoes Were Made for Walking**
*May 21 - 4:30 - 5:30 pm*

*Online & Admin Building*
Details will be posted on website

**Additional Wellness Activities and Information**

**Biometrics Screening Event**

*Inova Mobile Health Services*

**Glucose, Blood Pressure, Waist Circumference, Cholesterol, Height and Weight**
*May 7 - 1:30 - 6:00 pm*

*Location TBD*

**Blood Drive**

*Inova Blood Donor Services*
1-866-BLOOD SAVES (1-866-256-6372)

*www.inovabloodsaves.org*

Use LCPS code 7320

*May 7 - 1:30 - 6:00 pm*
*Admin Building, Parking Lot*
July & August BenEvents

Fitness & Activities

**Golf Instruction**

12:00 noon - 1:00 pm - Stone Bridge High

Wednesday, July 9, 16, 23, 30

Adam Harrell, owner of Elite Performance Golf Academy, will be bringing his world class instruction to the Loudoun County Public Schools community. All levels of players are welcome to attend classes to improve their golf. The program will be fun, interactive and informative. Topics will include: fundamentals of the full swing, short game techniques, rules/ etiquette and more.

Registration Required
Limited to 25 participants

**Workshops, Seminars & Wellness Education**

**Guest Speakers**

Interested in having a speaker come to your worksite or hosting a webinar for employees at your worksite?

Suggested speakers:
- **Optimal Health**
- **Cancer**

Details on page 20

**Lifestyle Management**

**Tobacco Cessation**

Five Week Course
Min 20/Max 35 participants
$155 cost at registration.
Cost reimbursed upon successful completion.
July 9, 16, 23, 30, Aug 6
5:30 - 6:30 pm
Administration Building

Details on page 19

**Additional Wellness Activities and Information**

**Biometrics Screening Event**

Inova Mobile Health Services
Glucose, Blood Pressure, Waist Circumference, Cholesterol, Height and Weight
Wed, July 16 - 3:30 - 6:00 pm
Admin Building, Ashburn
Wed, Aug 13 - 3:30 - 6:00 pm
Admin Building, Ashburn

**Blood Drive**

Inova Blood Donor Services
1-866-BLOOD SAVES (1-866-256-6372)
www.inovabloodsaves.org
Use LCPS code 7320
Wed, Aug 20 - 1:30 - 6:00 pm
Admin Building, Parking Lot

September & October BenEvents

Fitness & Activities

**Health Assessment (HA)**

We value the health and well-being of you and your family. That’s why we’re asking you to spend just 20 minutes completing your online health assessment. Why? Because a health assessment gives you a clear picture of your health today – and teaches you simple steps for improving your health in the future. And, if you complete your Cigna health assessment, you’re on your way to receiving $120! To receive your $120, complete your health assessment, including the REQUIRED biometrics, and complete the rest of the passport found at the back of this booklet.

Rest assured, all of the personal information you enter online when completing your health assessment will remain completely confidential. [www.mycigna.com](http://www.mycigna.com)

Here’s to your health!

**Workshops, Seminars & Wellness Education**

**Guest Speakers**

Interested in having a speaker come to your worksite or hosting a webinar for employees at your worksite?

Suggested speakers:
- **Colds & Flu**
- **Heart Disease**

Details on page 20

**Flu Shot Clinics**

Visit the Employee Health, Wellness and Benefits website for a detailed listing of LCPS Flu Shot Clinics in September and October.

**Additional Wellness Activities and Information**

**Biometrics Screening Event**

Inova Mobile Health Services
Glucose, Blood Pressure, Waist Circumference, Cholesterol, Height and Weight
Wed, Sept 17 - 3:30 - 6:00 pm
River Bend Middle, Sterling
Wed, Oct 8 - 3:30 - 6:00 pm
Mercer Middle, Aldie

**Cooking Demonstration**

Healthy Fall Meals w/ NutrientChef
Food Samples Provided

Registration Required on website.
Max 25 participants.
Wed, Sept 24 - 5:30 - 7:00 pm
Harper Park Middle, Leesburg
November & December BenEvents

Wellness Works! Passports Due!

Wellness passports activities, services and health assessment must be completed by December 31, 2014!

Health Assessment BIOMETRICS ARE REQUIRED
Blood Pressure, Cholesterol, Height, Weight and Waist Measurement
For details on biometric screenings, see page 23 of this handbook.
For details on completing the passport, see pages 22 and 23 of this handbook.
Passports are due in the Employee Health, Wellness and Benefits office no later than January 31, 2015.

Workshops, Seminars & Wellness Education

**Guest Speakers**
Interested in having a speaker come to your worksite or hosting a webinar for employees at your worksite?
Suggested speakers:
* Holidays
* Goal Setting

Details on page 20

Additional Wellness Activities and Information

**Biometrics Screening Event**
*Inova Mobile Health Services*
Glucose, Blood Pressure, Waist Circumference, Cholesterol, Height and Weight
Wed, Nov 19 - 3:30 - 6:00 pm
Park View High, Sterling
Wed, Dec 10 - 3:30 - 6:00 pm
JL Simpson Middle, Leesburg

**Blood Drive**
*Inova Blood Donor Services*
1-866-BLOOD SAVES (1-866-256-6372)
[www.inovabloodsaves.org](http://www.inovabloodsaves.org)
Use LCPS code 7320
Wed, Dec 17 - 1:30 - 6:00 pm
Admin Building, Parking Lot

Passport Awareness Points

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waist Circumference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Pressure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glucose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cholesterol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Biometric Numbers**
- As a reminder for yourself, write your biometric numbers below. When you receive your numbers from a screening event or from your doctor, write them below, then you’ll have them available when you complete your health assessment. Don’t forget, they are required to receive the $120 reward!
## Passport Screening Points

<table>
<thead>
<tr>
<th>Points Value</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Exam</td>
<td>10</td>
</tr>
<tr>
<td>Women's Exam</td>
<td>20</td>
</tr>
<tr>
<td>Men's Exam</td>
<td>20</td>
</tr>
<tr>
<td>Blood Pressure <em>(required for Cigna assessment)</em></td>
<td>10</td>
</tr>
<tr>
<td>Cholesterol <em>(required for Cigna assessment)</em></td>
<td>10</td>
</tr>
<tr>
<td>Waist Circumference <em>(required for Cigna assessment)</em></td>
<td>10</td>
</tr>
<tr>
<td>Height <em>(required for Cigna assessment)</em></td>
<td>5</td>
</tr>
<tr>
<td>Weight <em>(required for Cigna assessment)</em></td>
<td>5</td>
</tr>
<tr>
<td>Glucose</td>
<td>10</td>
</tr>
<tr>
<td>Hearing</td>
<td>10</td>
</tr>
<tr>
<td>Colorectal</td>
<td>25</td>
</tr>
<tr>
<td>Mammogram</td>
<td>25</td>
</tr>
<tr>
<td>Prostate</td>
<td>25</td>
</tr>
<tr>
<td>Preventive Dental</td>
<td>10</td>
</tr>
<tr>
<td>Bone Density</td>
<td>10</td>
</tr>
<tr>
<td>Vision</td>
<td>10</td>
</tr>
<tr>
<td>DermaScan</td>
<td>10</td>
</tr>
<tr>
<td>Other:</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points Earned</strong></td>
<td><em>(40 Screening Points Required)</em></td>
</tr>
</tbody>
</table>

## Passport Action Points

<table>
<thead>
<tr>
<th>Points Value</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend a BenEvent <em>(see page 23 for details)</em></td>
<td>10</td>
</tr>
<tr>
<td>Donate Blood</td>
<td>10</td>
</tr>
<tr>
<td>Get a Flu Shot</td>
<td>10</td>
</tr>
<tr>
<td>Complete First Aid or CPR Class</td>
<td>10</td>
</tr>
<tr>
<td>Sports Player or Coach</td>
<td>15</td>
</tr>
<tr>
<td>Fitness Club or Class Membership</td>
<td>15</td>
</tr>
<tr>
<td>Complete a 5k</td>
<td>25</td>
</tr>
<tr>
<td>Weight Management Course <em>(ex: Weight Watchers)</em></td>
<td>15</td>
</tr>
<tr>
<td>Eat Meat-free for One Week</td>
<td>15</td>
</tr>
<tr>
<td>Massage Therapy Visits <em>(3 sessions)</em></td>
<td>10</td>
</tr>
<tr>
<td>Mental Health Visits <em>(3 sessions)</em></td>
<td>10</td>
</tr>
<tr>
<td>Be a Wellness Ambassador</td>
<td>25</td>
</tr>
<tr>
<td>Instruct a Worksite Activity</td>
<td>25</td>
</tr>
<tr>
<td>Participate in a Worksite Activity</td>
<td>15</td>
</tr>
<tr>
<td>Complete an EAP Skill Builder <em>(see page 23)</em></td>
<td>10</td>
</tr>
<tr>
<td>Enroll(ed) in a 403(b) or 457 Elective Deferral Plan</td>
<td>10</td>
</tr>
<tr>
<td>Take the Pledge not to Text and Drive at <a href="http://www.itcanwait.com">www.itcanwait.com</a></td>
<td>10</td>
</tr>
<tr>
<td>Complete a Cigna Online Program <em>(see page 23)</em></td>
<td>15</td>
</tr>
<tr>
<td>Spouse Medical Health Assessment Completion</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total Points Earned</strong></td>
<td><em>(40 Action Points Required)</em></td>
</tr>
</tbody>
</table>
## Passport Total Points

<table>
<thead>
<tr>
<th>Category</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Awareness Points</strong></td>
<td></td>
</tr>
<tr>
<td>Medical &amp; Dental Health Assessment (HA)</td>
<td></td>
</tr>
<tr>
<td>Biometrics Required (see page 23)</td>
<td></td>
</tr>
<tr>
<td>Medical HA Completion Date:</td>
<td></td>
</tr>
<tr>
<td>Cigna or Real Age (circle one)</td>
<td></td>
</tr>
<tr>
<td>Minimum of 40 Points Required</td>
<td></td>
</tr>
<tr>
<td>Dental HA Completion Date:</td>
<td></td>
</tr>
<tr>
<td>If you are a non-Cigna member and you completed the Real Age Health Assessment, you MUST submit a printout showing your completion.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Screening Points</strong></td>
<td></td>
</tr>
<tr>
<td>Minimum of 40 Points Required</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Action Points</strong></td>
<td></td>
</tr>
<tr>
<td>Minimum of 40 Points Required</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Points</strong></td>
<td></td>
</tr>
<tr>
<td>Minimum of 120 Points Required</td>
<td></td>
</tr>
</tbody>
</table>

**Important!** - Your passport is **not finished** until you complete the opposite side of this page. When complete, tear off this page and return this page to Employee Health, Wellness and Benefits. If you completed the Real Age Health Assessment, attach the completion page as well.

**Important Dates To Remember** - **Between January 1, 2014 - December 31, 2014** health assessment and wellness services must be completed. **By January 31, 2015** Wellness Passport must be returned to Employee Health, Wellness and Benefits.

## Your Passport Reward

**YOUR REWARD WILL BE PAID AS FOLLOWS:**

$120 will be directly deposited into your payroll direct deposit account on or before **March 31, 2015** but no earlier than February 1, 2015. This option is **taxable** and the reward will be included on your W-2.

A deposit into the LCPS Medical Flexible Spending Plan is no longer being offered.

I certify that the information I provided in this passport is true.

Print Name:________________________________________________________

Signature:_________________________________________________________

PID Number:_______________________________________________________

Worksite Location:________________________________________________

Date:_____________________________________________________________

When complete, tear off this page and return this page to the Employee Health, Wellness and Benefits Division. Non-Cigna members who completed the Real Age Health Assessment, must attach the Real Age completion confirmation page to qualify for the reward.
Contact Us!

Loudoun County Public Schools
Employee Health, Wellness and Benefits

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lcpshealthwellness@lcps.org
wellness@lcps.org

Website
www.lcps.org >Administration > Business & Financial Services > 
Employee Health, Wellness and Benefits

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Ashburn, VA 20148