



1. Who is eligible for the 50% reimbursement of payment for the WW services?

All active employees, including MS Represented employees at the Baltimore site, who are regularly scheduled to work at least 20 hours per week, are eligible for the reimbursement. You must meet the eligibility criteria for the time period you are filing for, **and** also meet that criteria at the time you submit for the reimbursement. (Employees with an APO/FPO or an international address are not eligible to participate in the Weight Watchers program, and are, therefore, also not eligible for the reimbursement.)

Dependents are eligible for discounted pricing only and are not eligible for reimbursement.

2. What do I need to provide in order to obtain the 50% reimbursement of my WW service fees?

At the end of each calendar quarter, you must submit proof of payment for your WW service fees and your Northrop Grumman MyID.

3. What constitutes 'proof of payment'?

Proof of payment is anything that demonstrates that you paid for the months for which you are seeking reimbursement. However, the preferred method for providing proof of payment is a print-out of your payment history from your WW online account (available from your account at www.weightwatchers.com under 'Account Settings').

If you are unable to obtain a print-out of your WW payment history, your proof of payment can include a copy of your credit/debit card statement showing the payment to WW, a copy of cancelled checks (payable to WW), or a copy of a WW Payment Receipt or Monthly Pass. All documentation must include your name.

Note: If you are enrolled in a Meetings program in a franchise area, you will submit your payments at your franchise meeting facility. You should be sure to retain a copy of the receipt provided at the franchise facility for use in obtaining the 50% reimbursement, (if you are reimbursement eligible).

4. How do I obtain proof of payment from the WW site?

First, log into your account at www.weightwatchers.com. Next, visit 'Account Settings', then 'Account Status', then 'Print Billing History.' You can copy and paste this billing history into an email, or print and scan the document.

5. Where do I submit the proof of payment?

You should email the proof of payment to the NGC WW Reimbursement Center at the following email address: ngcwwreimburse@ngc.com. Include your Northrop Grumman MyID.

6. What if I am unable to submit my proof of payment via email?

You can submit your paperwork to a Well-being Educator by emailing MyWell-being@ngc.com. They can assist in getting your information to the Weight Watchers Reimbursement Center.

7. When can I file for reimbursement of the cost of my WW service fees?

All reimbursement requests (which must include proper proof of payment for the quarter) must be submitted as follows:

Quarter 1 (fees paid in the months of January thru March) must be submitted between April 1 and May 15

Quarter 2 (fees paid in the months of April thru June) must be submitted between July 1 and Aug 15

Quarter 3 (fees paid in the months of July thru September) must be submitted between Oct 1 and Nov 15

Quarter 4 (fees paid in the months of October thru December) must be submitted between January 1 and February 15 of the following year

Look for reminders about quarterly reimbursement timelines on Engage.

8. Do I need to have been enrolled for the entire quarter to be reimbursed?

No. You can submit for any period of time you were enrolled and eligible for reimbursement during the applicable quarter.

Please note that even though you may have been enrolled for less than a full quarter, you can only submit your reimbursement request on a quarterly basis and only for the months that fall within that quarter.

Reimbursement requests can be submitted according to the schedule listed above.

9. I registered for WW on the 21st day of the month. Will I be able to receive reimbursement for that month?

Yes. As long as the proof of payment documentation reflects payment for the month in question and you are also eligible for reimbursement in that month.

10. When I registered for WW, I was a union employee with ES Baltimore. I recently reclassified to a Non-union position. Will I be able to get reimbursement for the entire month in which I reclassified?

If you became eligible for the Northrop Grumman WW Reimbursement program before the 15th of the month, you may receive reimbursement for that month.

11. How long will it take after I submit the request to receive my reimbursement?

Reimbursement will appear in your paycheck within 6-8 weeks.

12. Is the amount of the reimbursement I receive taxable?

Yes. Reimbursement amounts are considered imputed income and are taxed accordingly. The imputed income amount of your reimbursement will appear on the Northrop Grumman pay statement soon after your payment has processed.

13. If I am enrolled in WW, but not through the special Northrop Grumman program, can I still submit for reimbursement?

Yes. You can request reimbursement by submitting your proof of payment as long as you meet the eligibility criteria, irrespective of the WW program in which you're enrolled.

14. If I met the eligibility requirements for reimbursement during the quarter, but my status changes to ineligible during the time frame designated to submit for reimbursement, will I still qualify for reimbursement?

No. You must meet the eligibility criteria for reimbursement for the enrollment period, as well as the filing period.

15. If I have a question regarding my reimbursement request, who can I contact?

You can submit questions regarding your reimbursement request to the Northrop Grumman WW Reimbursement Center at ngcwwreimburse@ngc.com.