

ValueOptions

Call your EAP for confidential counseling and assistance at any time!

Take a step in the right direction.

It's a complicated world.
Commitments
to friends and family.
Responsibilities
at work and at home.
Everyday tasks to tend to.

It's easy to feel overwhelmed.

It's also easy to find help when you need it.

Your Employee Assistance Program (EAP) is a professional, confidential and free program available to help you deal with personal issues and problems that could affect your health, relationships with others or job performance.

Simply call the toll-free number, any time day or night, to talk to a professional counselor who can help you address your concerns.

This brochure is for informational purposes only and does not guarantee eligibility for program services. The EAP does not replace regular medical care. In an emergency, seek help immediately.

Work/life resources

The EAP can also help you balance your home and work lives. Through the EAP, you have resources that can help you address a variety of concerns, including child care and parenting, elder care and academic services. Simply call the toll-free number, and an EAP consultant will provide you with materials and a listing of local care providers in your area.

Legal and financial consultation

You can also call the EAP for guidance on a number of legal and financial issues, including divorce, domestic violence, estate planning and family budgeting. If you need additional legal or financial assistance, your EAP counselor will refer you to a carefully screened attorney or financial counselor in your community.



When **Life** gets
out of Step...

Step
in the right
direction

Employee Assistance Program

Offering confidential counseling, education and referral.

Step in the right direction

Take the first step

It can happen to anyone. Circumstances at home spill over into your work life. Job issues affect relationships at home. Left alone, minor issues can become major. And the fall-out can impact both your home and work life.

When you're unsure of where to turn for help, turn to your EAP. This program is available to you at no cost.

An EAP counselor can be a resource for such issues as:

- marital and family problems
- alcohol and/or drug abuse
- balancing work and family
- depression and anxiety
- work-related concerns
- financial or legal problems
- career transition issues
- personal growth and development needs

You or your family members can access the EAP at any time—24 hours a day, 365 days a year.

Confidentiality is the key

The EAP is focused on confidentiality. Participation in the program is confidential in accordance with all state and federal laws. No one will know you've accessed the program services unless you specifically grant permission or present a concern that presents the EAP with a legal obligation to release information.

Achieve Solutions: Your online EAP resource

Achieve Solutions allows you to tackle the challenges you're facing and develop ways to address them—all from the privacy of your own computer.

Log on to Achieve Solutions 24 hours a day to:

- access a comprehensive library of educational materials, including information on child care, elder care, stress and relationship issues
- complete self-assessment tools and interactive trainings
- read news briefs and feature stories, which are updated weekly

As close as your phone

To access your EAP, just pick up the telephone and call the toll-free number. An experienced professional will answer your questions or direct you to an EAP counselor.

EAP counselors are licensed clinical professionals—people who will listen, help sort things out, and develop, with you, a workable plan for a solution.

Your EAP counselor may continue to work with you directly, or may refer you to another professional in your community for counseling, resources or specialized treatment. If you and your counselor determine such options may be helpful, your counselor will research the most appropriate and affordable options and whether extended services are covered under your health plan.

Employee Assistance Program

Counseling, Education and Referral Services

- personal and family problems
- work/life issues
- interpersonal difficulties
- stress management
- legal and financial concerns
- alcohol and/or drug abuse

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