EAP

EMPLOYEE ASSISTANCE PROGRAM

Personal and family problems can diminish employee productivity. With the help of your Employee Assistance Program (EAP), provided by Federal Occupational Health, you can resolve problems and become happier, healthier and even more productive at home and at work.

Convenient Access by Phone or on the Web

Employees need only call **800-222-0364** or (888) 262-7848 (TTY) from anywhere in the United States to receive immediate assistance, 24 hours a day, 365 days a year. You can also obtain information and resources online at **FOH4You.com**. On **FOH4You.com**, you will have easy access to educational materials, self-assessment tools, and specific information on available EAP services.

Counseling Services

Licensed or credentialed professional counselors provide face-to-face, short-term counseling to employees and family members. Counselors can also provide referrals to community resources based on client needs, health insurance coverage, and financial resources.

Financial and Legal Services

FOH's EAP includes free consultation with financial experts and licensed attorneys to provide assistance with legal and financial questions. Services include living will preparation, health care power of attorney, housing or real estate matters, estate planning, education funding, retirement planning, and investment strategies.

Health and Wellness Presentations and EAP Orientations

Our health and wellness presentations and EAP orientations support both supervisors and employees. *Employee-orientation* sessions discuss the features and benefits of the EAP, how the EAP functions, and how to access and use the EAP. The *Supervisor Orientation* includes useful information about when and how supervisors refer employees to the EAP, documentation, crisis management, privacy, and confidentiality. Health and wellness presentations include such topics as conflict resolution, substance abuse prevention, balancing work and life, time and stress management, and more.

Supervisor and Risk Management Consultation

EAP counselors provide guidance and consultation so that supervisors and managers can effectively identify, interact with and refer employees with performance or conduct issues to the program. FOH counselors are available 24/7 to discuss performance concerns and the appropriate EAP intervention.

Critical Incident Response

Professionally trained Critical Incident Stress Management (CISM) counselors assist in managing traumatic situations such as threats, acts of violence, natural disasters, injury, or death. Immediate management consultations, CISM services and follow-up with the organization and individuals are provided as appropriate.

Confidentiality

The EAP is confidential in accordance with both state and federal laws, including the Privacy Act of 1974 and applicable Confidentiality Regulations (42 CFR 1A2). However, when clients disclose life-threatening situations, such as child or elder abuse or threats of serious harm to themselves or others, counselors must report these disclosures as required by law.

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www.FOH4You.com