EAP CONSULTANTS, INC.

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www.EAPConsultants.com

SBA's Employee Assistance Program (EAP)

What is the EAP?

The Employee Assistance Program (EAP) is a confidential source of assistance to employees who are experiencing stress or difficulties at work or at home. The SBA has contracted with EAP Consultants, Inc., to provide a range of services – in person, on-line, or by telephone – to assist employees and their families in coping with or resolving issues that are impacting adversely on them.

Who is eligible?

All SBA employees, permanent and temporary, are eligible to use this service. In addition, employees' dependent family members are eligible to receive the same benefits and services.

What is the cost?

Employees and their dependents are entitled to three free visits per year, per problem or issue. If additional or continuing assistance is necessary, EAP Consultants will work with the individual to locate resources that are covered by insurance or within the realm of the individual's financial resources.

Is a supervisory referral required?

A supervisor may recommend that an employee contact the EAP, based on discussions, observed behavior, or on conduct and performance issues. However, an employee or other covered individual is free to, and is encouraged to, contact the EAP without a referral as soon as he or she feels the need.

How confidential is the EAP?

All counseling sessions are completely confidential. In some cases, an employee may want to sign a partial waiver to demonstrate to a supervisor that he or she is taking steps to deal with a problem. EAP Consultants can give you full information concerning this aspect.

What issues can EAP handle?

The EAP is prepared to provide professional counseling in many areas, including:

- ►Stress
- ►Marital/Family Issues
- ►Relationship Issues
- ►Work-related Difficulties
- ►Alcohol/Drug Problems
- ►Crisis
- ►Emotional Concerns
- ►Psychiatric Disorders
- ►Life Adjustments
- ►Medical Problems

Besides counseling, in what other areas can the EAP offer assistance?

In addition to the areas previously mentioned, EAP Consultants can provide information, services, and/or referrals in the following areas:

Childcare

- ►Assessing Needs
- ►Making Arrangements
- ►Camps
- ►Exploring Options
- ►School Programs
- ►Special Needs

Eldercare

- ►Referrals for all types of resources
- ►Evaluating quality of facilities and resources
- ►Ensuring vacancies and propriety before referral

Legal Consultation

- ►All Areas (except employment law)
- ►Simple Wills
- ►Discounts on post-EAP services

Financial Consultation

- ►Retirement Planning
- ►Debt/Financial Issues
- ►Money Management
- ►Investment Strategies

On-Line Legal/Financial Library

- ►Articles covering legal and financial matters
- ►Sample Legal Documents

Pet Services

- ►Breeders and Groomers
- ►Kennels
- ►Walkers and Sitters
- ►Veterinarians

Academic Resources

- ►School Profiles
- ►Referrals to Tutors
- ►A College-Planning Guidebook

How do I contact the EAP?

Call one of the numbers listed above or go to their website at www.EAPConsultants.com.

SBA