

Let's Talk



For information or assistance
24 hours a day, 7 days a week,
365 days a year

Call: 1-800-222-0364

EMPLOYEE
ASSISTANCE
PROGRAM

1-800-222-0364

The Employee Assistance Program
is provided through an agreement
with the:

**Department of Health and Human Services
U.S. Public Health Service
Health Resources and Services Administration
Bureau of Primary Health Care**

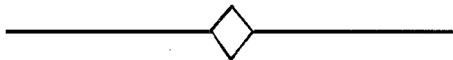
Federal Occupational Health Services
105 W. Adams, 13th Fl.
Chicago, IL 60603-6201

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The most important asset of the federal government is its employees. Both the employees and the government benefit when employees have services available to them that will help to maintain and enhance the quality of their lives.

From time to time, each of us is beset by personal problems. We know that many of these problems can be solved with professional assistance.

In response to this need, an Employee Assistance Program has been established and is now available to all federal employees.



WHAT CAN YOU EXPECT FROM THE EAP?

The EAP is a professional counseling and referral service designed to help you with your personal, job or family problems. It is free, voluntary and confidential.



WHAT KINDS OF PROBLEMS CAN THE EAP HELP YOU WITH?

Our professional counselors are prepared to assist you with virtually any issue or problem that may arise. Some of the most common concerns brought to us include:

- Emotional
- Marital
- Family
- Alcohol/Other Drug Use
- Job Problems
- Legal/Financial
- Other Problems

WHAT CAN I EXPECT FROM THE EAP?

Assistance is available immediately. All you need to do is contact an EAP counselor who will meet with you in a confidential setting. The counselor will:

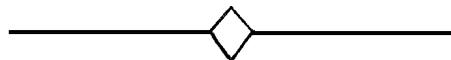
= Help you assess the problem

- Meet with family members, when needed

- Provide short-term counseling, when appropriate

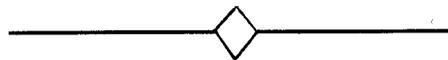
Assist you in selecting a specific resource, when necessary

- Follow-up to insure you receive quality assistance



WHAT WILL IT COST?

Any services provided by our EAP counselors are at no charge to you. If a referral to an outside provider is needed, your counselor will recommend carefully selected resources. Your health insurance and other financial factors will be considered to help insure that needed services are affordable.



IS THE EAP CONFIDENTIAL?

Yes, your request for assistance and any information that may be shared is between you and your counselor. All EAP records are kept strictly confidential. In general, information from the EAP may be released only with your prior written permission. Participation in the EAP will not jeopardize your job or career.