

FACTS ABOUT YOUR EMPLOYEE ASSISTANCE PROGRAM (EAP)

WHAT IS THIS SERVICE? The Employee Assistance Program or “EAP” is a pre-paid benefit that provides short-term counseling and referral services to employees of **Lexington Public Schools** and their household members. It is free to you and your household members.

WHO PROVIDES THE EAP? EAP services are provided through *The Wellness Corporation*. Licensed counselors who respond in a caring, respectful, and confidential manner staff the EAP.

WHY WOULD I USE THE EAP? People contact their EAP for a variety of reasons, primarily to address any concern that is a barrier to their health and well-being.

WHAT TYPES OF RESOURCES ARE AVAILABLE?

- ☐ **PERSONAL COUNSELING...** Counseling is available to you and your household members 24 hours a day, seven days a week. The Wellness Corporation will help find a counselor in your area and **Lexington Public Schools** sponsors up to **3 face-to-face counseling sessions** per issue, per year.
- ☐ **BUDGET AND DEBT ASSISTANCE...** if you are faced with budget and/or debt problems, the EAP will refer you to a non-profit agency and will pay the initial fee for this service. This service helps people put together sensible budget plans and obtain advice about handling debt problems.
- ☐ **NEW PARENT TRANSITION PROGRAM...** provides confidential telephonic or email counseling sessions with a Family Management Coach. The coach works with the client to craft a family/life plan that will harmonize the particular dynamics of their family and work life and ease their transition back to work.
- ☐ **WELLNESS CORPORATION WEBSITE...** provides tip sheets, articles, personal and mental health assessment tools, on-line trainings, financial calculators, and interactive videos. Simply log-on to www.WellnessWorkLife.com and create a user name and password using your company name: **Lexington Public Schools** (case sensitive).
- ☐ **SOAR PROGRAM...** Help for fears of flying.

ARE THESE SERVICES CONFIDENTIAL? **Yes.** Information you discuss with an EAP counselor remains private unless you sign a release of information, permitting the EAP to contact a specific person. Only in instances of abuse or neglect does the law require a licensed counselor to notify appropriate authorities.

HOW DO I CONTACT THE EAP? You just need to call! All of these services are available to you and your household members simply by calling the toll free number, 800-828-6025. Licensed, trained counselors are available 24/7 to take your call.

*Life presents complex challenges.
Your EAP is available to help in your time of need: 800-828-6025*