

SHINING as a *Beacon* of SUPPORT

Community Action EAP

“Solutions that Work”



Your
**EMPLOYEE
ASSISTANCE
PROGRAM**

To Weather Adversity



For Friendly Assistance
Call 1-800-777-9376
Visit www.CAEAP.com

Navigating your Integrated EAP:

- Your EAP offers Lifechoices and a variety of options which integrates behavioral health concerns with work/life needs.
- The EAP is a reminder that your employer cares about you— believing that your quality of life promotes good health, well-being and productivity at work as well as at home.
- The EAP is voluntary and confidential, noting that areas of disclosure are clarified by the EAP prior to use.
- The EAP can be used 24 hours/7 days a week by employees and their family members.
- The EAP helps people with a wide range of issues such as, but not limited to: emotional distress, stress/anxiety-related, family discord, marital, substance abuse, financial, legal, elder care, child care,
- The EAP provides easy access to needed assistance:
 - Just a phone call away using the toll-free # 1-800-777-9376
 - You will be helped by healthcare professionals who will coordinate and arrange services, face-to-face assessment or consultation, and/or resources.

- Visit Your EAP for comprehensive “Web-based Support” at www.CAEAP.com using your organization’s password:
 - For work/life issues, use CAEAP’s Balance Work/Life Web
 - For behavioral health, use CAEAP’s Wellness Library.



Essential Supportive Services:

- For behavioral issues, a thorough EAP assessment and referral process
- 24/7 toll-free telephone easy access line or LifeLine, for easy access to professional assistance
- National network of licensed/certificated clinicians
- Life enhancement wellness coaching

- Financial and Legal assistance and consultation face-to-face and by phone
- Enhanced work/life program of consultation and assisted search in CAEAP’s network of appropriate resources for financial, legal, elder care, and child care issues
- ID theft prevention and recovery program
- Crisis response and intervention
- User-friendly educational website for easy access to quarterly newsletters in English and Spanish, EAP orientation video, two web-based programs—the Wellness Library and Balancing Work/Life web sites
- Full range of EAP literature to increase awareness of the EAP
- Program of employee wellness education specializing in seminar/presentation offerings on workplace and personal health
- A wide-range of management services, tools and training available for maintaining workplace, coworker and management health
- Substance misuse/abuse services and program offerings

Frequently Asked Questions:

- What is an EAP?
Your EAP (Employee Assistance Program) provides confidential professional assistance to help employees and their family members resolve issues that affect their personal lives and/or the employee's job performance.
- Who can use the EAP?
The EAP is available to the employees and their family members.
- How much will the EAP cost me?
Your EAP is employer-sponsored.
- Is the EAP really confidential?
YES. Contacts with the EAP and the assessment providers is confidential with the exception of the designated areas of disclosure which individuals are educated on prior to participating in the EAP and/or when voluntary written authorization of release is provided by individuals.
- How does someone know that oneself or a family member needs to use the EAP?
 - *One's job, health or family life is being adversely affected.*
 - *So much time is spent on worrying.*
 - *They rely more and more on drugs and alcohol to cope.*
 - *They sense a problem, but feel powerless to resolve it and do not know where to find help.*

- Can I find needed information online to help me or my family?

YES. Go to CAEAP's website, www.CAEAP.com and two web alternative programs are available.

- *For work/life issues, Balancing Work/Life Web*
- *For behavioral health information, Wellness Information Library*



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