

# Employee Assistance Program

Family and work activities are stressful at times. Counseling and referrals are available through the Employee Assistance Program (EAP), provided by ComPsych, at **NO COST** to you. **All employees and their dependents may utilize the program regardless of participation in AC's medical insurance plan.**

## Confidentiality is Key

Any assistance you receive from the EAP is **completely confidential**. Your name, records, and other confidential information are not shared with Austin College.

## When to Use the EAP

Counseling is available through the EAP for personal issues such as:

- Family and marital conflicts
- Parenting concerns
- Emotional difficulties
- Health coaching and support
- Drug and alcohol dependency
- Stress management
- Grief over death of loved one or other losses
- Eating disorders
- Questions about legal or financial concerns
- Questions about child or elder care

## How to Use the EAP

If you need assistance, you can call and speak to an EAP counselor, who is available 24 hours a day, including holidays. Contact ComPsych at **855-365-4754**.

Sometimes a telephone call is all it takes. But if you want or need additional counseling, you can schedule an appointment with an EAP counselor for face-to-face assessment. There are six in-person/virtual sessions, per issue, provided at **NO COST** per calendar year. The EAP can also provide referrals to other providers or community resources if you need additional assistance.

## Legal and Financial Services Include:

- Valuable resources available via the ComPsych website
  - Legal and financial libraries and tools
  - Legal forms
  - Legal and financial tools
  - Financial educational resources
  - Assisted document preparation online
- Telephonic financial consultation
- Up to six face-to-face (or telephonic) legal consultations per issue, per calendar year at **NO COST** to you
- Covers estate planning, elder law, will preparation, civil, family, real estate, etc.

## Will and Legal Document Preparation

You, your spouse and dependents up to the age of 26 have access to **NO COST**, online will, power of attorney, health care directive, and living trust preparation services provided by ComPsych.

## Get Started with the EAP

Access the EAP services online at [guidanceresources.com](https://guidanceresources.com). You can contact an EAP specialist or review a complete collection of articles, resources, and interactive tools to assist you with situations affecting your work and life.

- CARES Member phone number: **855-365-4754**
- Log on to [guidanceresources.com](https://guidanceresources.com)
- Online Registration Code: ONEAMERICA6
- App: GuidanceResources® Now