

Employee Assistance Program (EAP) No Cost!

Administered by Alliance Work Partners

AWP is proud to serve as your EAP, offering you and your household valuable, confidential services at no cost to you. Your benefits are designed to help you manage daily responsibilities, major events, work stresses, or any issue affecting your quality of life.



Your EAP Benefits

- ✓ **LawAccess:** Legal and Financial services provided by a lawyer or financial professional specializing in your area of concern. Available online or by telephone.
- ✓ **HelpNet:** Customized EAP website featuring resources, skillbuilding tools, online assessments and referrals.
- ✓ **WorkLife:** Resources and referrals for everyday needs. Available by telephone.
- ✓ **WellCoach:** Personalized planning and 1-on-1 support, online or by telephone, to help you improve and maintain your health and well-being.
- ✓ **SafeRide:** Reimbursement for emergency cab fare for eligible employees and dependents that opt to use a cab service instead of driving while impaired.
- ✓ **1 to 6 Counseling Sessions:** Per problem, per year. Short-term counseling sessions which include assessment, referral, and crisis services. (Same day appointments available for urgent/crisis callers, or facilitation of immediate hospitalization)

Criteria for Benefits Eligibility

Full Benefits

- ✓ Employee, retiree, married/divorced spouse, partner, significant other
- ✓ Any household member, regardless of age or relationship, residing in employee's home, including significant other and their children
- ✓ All covered employees may bring anyone with them to their authorized/covered sessions regardless of relationship to employee.
- ✓ Children and grandchildren, age 26 or under, residing in US or Puerto Rico. This includes children and grandchildren of significant other or partner.
- ✓ Any person meeting benefit eligibility prior to lay-off or termination of an employee will continue to be eligible for benefits up to 6 months from the date of employee's lay-off or termination. Benefits are extended for 6 months from date of employee's call within this time frame.

Assessment & Referral

- ✓ Children and grandchildren age 27 and over of employee, married/divorced spouse, partner, or significant other living outside employee's home
- ✓ Employee instructed by law to receive court ordered counseling
- ✓ All crisis cases (suicidal/homicidal, domestic violence, chemical dependence, substance abuse, child/elderly abuse) not otherwise covered
- ✓ Any person meeting benefit eligibility prior to layoff or termination of an employee will continue to be eligible for assessment and referral after 6 months and up to 1 year from the date of employee's lay-off or termination. Benefits are extended 1 year from date of employee's call within this time frame.

Information & Referral

- ✓ Anyone contacting Alliance Work Partners regardless of contract status

Contact

Online and mobile

- ✓ Visit your EAP website at awpnow.com and create a customized account.
- ✓ Select "Access Your Benefits"
- ✓ Registration Code: AWP-PPE-3667



Phone

All benefits can be accessed 24/7 by calling:

- ✓ **Toll free:** 1-800-343-3822
- ✓ **TDD:** 1 -800-448-1823
- ✓ **Teen line:** 1 -800-334-TEEN (8336)



Children under the age of 18 must have a written, signed release by their guardian who has custody (whether living in the home or not) to attend counseling on their own. This release is given to their affiliate provider. Divorced parents who bring their children in for counseling must bring a copy of their divorce decree or have signed permission from the other parent before bringing a child into counseling. Grandparents who bring their grandchildren into counseling must have proof of guardianship or written permission from the child's parents.

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EAP Continued

Your EAP offers many resources to help you become more resilient, cope with unfortunate events and uncover a better you. AWPnow.com is computer, phone and tablet friendly and your gateway for online tools, helpful resources, training content, motivating webinars and legal/financial information.

Logging Into Your EAP Website

AWPnow.com/main/benefits/AWPnow.com/main/benefits/

- ✓ Log in with email address and password
- ✓ Create an account: 1st time logging in? Use your Registration Code AWP-PPE-3667 or email us at am@alliancewp.com

View your EAP Orientation Video

- ✓ On the main page, your EAP Orientation is a brief introduction to your EAP services

Creating a Will

Creating a will is an important step in planning the distribution of your estate (assets including real and personal property) following your death. A will allows for any children, your spouse, other family members, and pets to be provided for after your death. Although making a will is a sobering experience, your loved ones and friends will thank you for being so organized and thoughtful ahead of time. Your EAP website provides a resource for you to create a will along with other important estate planning documents at no cost to you. To get started:

- ✓ Go to AWPnow.com
- ✓ Select Benefits > Law Access
- ✓ Click Connect to Law Access
- ✓ On the right, in the blue Legal & Financial Center box, select Click here to access legal and financial content.
- ✓ Download Quicken WillMaker & Trust to create your customized estate plan.
- ✓ Remember to include your discount code at checkout to receive this invaluable tool for free.

Access HelpNet for helpful self-paced information on a variety of life events

- ✓ Select Benefits > Help Net
- ✓ Click Connect to Help Net
- If you have a topic in mind, enter it into the gray Search Box on the right and press enter
- ✓ To view personal development webinars
 - Scroll to the bottom and select the teal box labeled Webinars
 - Choose from current available webinar, upcoming or archived webinars.
 - Popular topics include: Caring for Elders at Home, Money Basics, Relaxation Techniques, Retirement Redefined and many more
- ✓ To view professional development courses
 - Select the teal tile labeled Training Center for topics including Communication, Professional Development, Leadership, Work/Life Balance, Interpersonal Skills and more
- ✓ Other Help Net tile topics are: Relationships, Financial, Health, Resilience, Legal, Personal Growth, Assessments, Calculators, Health Video and Shopping

AWP Webinars

AWP provides monthly webinars that can be viewed at your convenience and are accessible for up to 60 days

- ✓ Register for upcoming Webinars, select Webinars
- ✓ View Webinar Recordings currently available, select Webinars > Recordings

View AWP Publications

Get inspired, prepared or informed for many life events by selecting Publications

- ✓ Preparedness and Response – Simple proactive steps can help us survive traumatic events:
 - The Flu
 - Severe Weather
 - Identity Theft
 - Coping with terrorism
 - Traumatic events
- ✓ Suicide Prevention – Information on an important topic
- ✓ Tips Sheets – Benefit flyers for more information on your benefits

