



**SHAWNEE HEIGHTS
USD 450
1-800-999-1196**

Shawnee Heights is contracted with TMHC Services, Inc. to provide your Employee Assistance Program. Your Employee Assistance Program provides services for you and your immediate family members (same household or eligible dependent) on many issues including personal problems, depression, stress, marital and relationship issues, harassment, financial and legal, job-related problems, alcohol and drug abuse, separation and loss, balancing work and family, and problem gambling. Your Employee Assistance Program (EAP) services include phone calls (brief crisis intervention, assessment, and referral), face-to-face visits, and legal/financial assistance.

Your EAP is simply a phone call away. All you need to do is pick up the phone and dial toll-free **1-800-999-1196**. For your convenience, our EAP phone lines are answered 24 hours a day, 7 days a week, 365 days a year, by our qualified professional counselors. You and your family members may access this phone line as often as needed with no annual restrictions.

Your EAP provides for **3 face to face visits** per problem for you and each of your family members on an annual basis. When face-to-face visits are needed, we will schedule your initial appointment for you or your family member with a professional counselor who will provide you with the assistance you need in addressing and resolving your concerns. The counselors available to you are well-trained professionals, many with specialties in a wide variety of areas to meet any need you may have. Appointments for any follow-up visits will be scheduled directly between you and the counselor that you are working with.

As an added benefit to your EAP, when you call in for legal or financial issues, you will be transferred immediately to experts who will provide you professional assistance with any of the legal and financial matters listed below. After an initial consultation (phone or face-to-face visit) per issue at no charge, should you need further service through representation, you will receive a 25% discount off the normal rates for these legal or financial professionals' services.

- Civil & Consumer Issues
- Personal & Family Legal Services
- Business Legal Services
- Tax Preparation & Consultation Services
- Real Estate
- Criminal Matters
- IRS Matters
- Financial Matters
- Financial Services
- Estate Planning Law

You will also have unlimited access to the program's core web site which contains information on more than 1,000 legal/financial topics and over 1,200 legal/financial forms.

When you or your family member call for EAP service, please let our counselors know: 1) that you are calling for **Shawnee Heights USD 450 EAP**; and 2) what problem or issue you are seeking assistance with, so that our counselors can best address your needs.

All your EAP services — phone calls, visits, and legal/financial service requests are strictly confidential. Any information shared on your phone calls and your face-to-face visits stays between you and the professionals you speak with. We insure complete confidentiality for you and your family members at each and every step throughout the EAP process.

Remember, this employee benefit is provided for you by your employer at no cost. Your EAP enables you and your family members to discuss your problems with qualified professionals, allowing you to find the assistance that you need, when you need it most. All you need to do is pick up the phone and give us a call!

