



# Employee Assistance Program (EAP)

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# Agenda

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2. Referral Services
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  - b) Financial
  - c) Legal
3. Online Resources
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  - b) Webinars
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# Introduction

What is the Employee Assistance Program?

- No-cost, confidential support to help with work and life challenges for employees and their adult family members
- Referral services for counseling, legal consultation, financial help, and more
- Resource center to promote employee health, safety, and wellbeing


Visit the EAP WSU Website at <https://hrs.wsu.edu/resources/employee-assistance-program/> From here you can access the [EAP Website](#), as well as the [EAP Work-Life Resources Web Portal](#), which provides additional resources in association with WSU's contracted services with EAP. (Organization Code: WSU)

# Referral Services

1. [Counseling](#)
2. [Legal Services](#)
3. [Financial Consultation](#)



# Getting Started with EAP Counseling

- 1. Please review and understand your [eligibility](#) for services. (see above [eligibility](#) section). We get many requests from people not covered by this EAP.**
2. Submit a [Client Intake Form](#) .
3. Within 1 business day of receipt of your intake form, we will send you a link to the EAP Intake Calendar to schedule an intake appointment.
4. Schedule your intake appointment and receive an automated appointment confirmation and Teams link for the appointment via email.
5. You will attend the intake appointment through Teams and meet with a Masters-level, licensed EAP Intake Counselor.
6. At the intake appointment, you and the EAP Intake Counselor may:
  - Spend 5 to 10 minutes discussing what brings you to the EAP and what you hope the EAP can provide
  - Discuss the concern's current impact on your wellbeing
  - Discuss resources and referrals
  - Identify next steps to support you in your efforts to improve your wellbeing

You can also call EAP Monday through Friday, 8am – 4:30pm at 877-313-4455. They prefer the online intake form, but if you don't have access to a computer or mobile device, someone can assist with this via the above number.

For immediate crisis situation, please call and press "2" vs. completing the Client Intake form. Counselors are available in an emergency 24/7. If it is a life-threatening emergency, please call 911.

# Counseling

## Personalized Solutions

Financial worries. Aging parents. Job stress. Health issues.

**Everyone faces challenges from time to time** — but you don't have to face them alone. This includes issues like:

- Workplace concerns
- Grief and loss
- Interpersonal conflicts
- Addiction and recovery
- Legal or financial issues
- Stress management
- Mental wellness
- Anxiety, depression, or trauma
- Parenting or eldercare support

## How It Works

EAP is easy to access. Contact us and we'll match you with a **local professional counselor** in-person or by phone. You'll receive **FREE confidential support**, guidance on a plan of action, and helpful resources. EAP support is short-term and solution-focused.

Your benefit includes up to three sessions, and **covers all household adults**. And, you can use EAP again in the future if new problems arise.



# Legal



For access to legal and financial consultation, please call 1-888-728-1408.  
To contact EAP for counseling and other services, please call 1-877-313-4455.  
For TTY/deaf/hard of hearing: please call via Washington Relay - call 711.



## Hiring an Attorney

You may be nervous or anxious about dealing with an attorney, particularly if it is your first experience with the legal profession. It may help you to make a list of points that you think are important and include important questions to ask your attorney candidates.

[Read the Full Article - Hiring an Attorney](#)



- [Articles](#)
- [Glossary](#)
- [Legal Assist](#)
- [Legal Forms](#)
- [Online Seminars](#)
- [Resources](#)

# Washington State Employee Assistance Program Legal Services FAQ

If your life or the life of a family member has been impacted by a legal issue, you may need the expert counsel of an attorney. Your employee assistance program can help with free legal advice from a qualified attorney. Online support is also available with legal forms, a library of legal articles, and even a simple will. Call or visit us online to get the legal answers you need.

## FEATURES AVAILABLE

- Free telephonic legal advice from a general practice attorney
- Referral for a free 30 minute consultation with a local attorney with the appropriate expertise. In most cases, discounted services are available if you need additional legal support.
- Library of do-it-yourself legal forms, including basic wills, and hundreds of legal articles and tip sheets

## WHAT IS COVERED?

- Covered Issues: Family Law, Real Estate/Landlord Issues, Bankruptcy, Adoption, Criminal, Elder Care, Wills/Trusts/Estate Planning, Consumer Issues
- Excluded Issues: Employment as it relates to employees and family members, one's own business, class action lawsuits, taxes



# Financial



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**Balancing the Budget**

Where did all my money go? It's a common question. And the easiest way to find the answer is to establish a simple budget.

[Read the Full Article - Balancing the Budget](#)

The article preview is set against a background image of a person in a dark suit standing in front of a large window. The window shows a bar chart with several bars of varying heights, each composed of stacked segments in red, blue, and green. An upward-pointing arrow is overlaid on the chart, indicating growth or progress.

- Articles
- Audio presentations
- Legal Forms
- Online Seminars
- Resources on  
Wills/Estate Planning,  
Budgeting, Investing,  
Mortgages,  
Bankruptcy, Saving  
for College, etc.

# Washington State Employee Assistance Program Financial Counseling and Education FAQ

If you have questions about a financial issue, speaking with a financial expert can help. Your employee assistance program provides you with free consultations with financial experts on everything from credit and debt, to purchasing a home, or saving for retirement. Experts are available without an appointment during regular work hours, and by appointment on Saturdays. We also offer a full selection of financial articles, tip sheets, financial calculators, and other tools to help you get the answers you need.

## FEATURES AVAILABLE

- Free consultation with a financial counselor for you or your family members.
- No appointment needed during regular business hours Monday through Friday. Saturday appointments available.
- Online financial calculators, library of articles, and do-it-yourself tools to manage finances.
- Online Will — Through a series of questions and prompts, employees can create basic, legally valid wills, quickly and easily.


## WHAT IS COVERED?

Covered Issues: Bankruptcy prevention, budgeting, comprehensive financial fitness, credit report review, debt reduction and management, estate planning, financial planning, foreclosure prevention, housing education and purchasing, long-term goal-setting

Excluded Issues: Counseling, advice or comparison of specific financial services or products, Taxes

# Online Resources


1. [Work-Life Resources](#)
2. [Webinars](#)
3. [Newsletters](#)



I'm really stressed out about money right now!












I'm not getting along with my coworker and I've tried everything.



Why do I feel so angry all the time?

# Work-Life Resources

			
<b>ONLINE SEMINARS</b>	<b>ELEARNING</b>	<b>LOCATE PROVIDERS</b>	<b>CENTERS</b>
Online Seminars are an interactive learning experience you can view at your convenience. Learn about upcoming Online Seminars or browse the On Demand archives.	eLearning courses can be completed in 15-20 minutes. Each offers a visual presentation, brief online quizzes, and a printable certificate of completion.	Are you in need of a caregiver or another type of provider? Use our handy search tool.	<ul style="list-style-type: none"><li>▶ Legal/Financial</li><li>▶ Savings Center</li><li>▶ TaxAct</li></ul>
 		 	<a href="#">View all Centers</a>

# Work-Life Resources



**PROVIDERS**

- [Adoption Provider Locator](#)
- [Camp Locator](#)
- [Child Care Provider Locator](#)
- [Higher Education Locator](#)
- [Older Adult Services Locator](#)
- [Pet Locator](#)
- [Pet Sitter Locator](#)
- [Private School Locator](#)

Search for a **CERTIFIED FINANCIAL PLANNER™** Professional

# Specialized Resources

Career and Professional  
Development

Eco Anxiety: Strategies to  
Cope

Racism and Cultural  
Considerations for Mental  
Health

Caregivers

Adoption

Career Transitions

Suicide Prevention and  
Intervention

Home Improvement

Grief and Loss

Addiction and Recovery

Travel and Leisure

Moving

# Webinars

## Live Webinars:

### Orientation to the Employee Assistance Program (EAP)

Presented by: Washington State EAP Counselors

Learning Objectives:

- How to access EAP services
- What EAP offers to employees
- Who is eligible to receive services
- Client confidentiality policy
- and more...

Orientations are 30 minutes. Registration in advance is required.

- [Tuesday, April 11, 2023 – 3:30 p.m.](#) 

## On Demand Webinars:

### Navigating Change in Challenging Times

In our ever-changing world, learning how to navigate change is an essential skill—one that can be developed. In this webinar, we talk about

- The impact of change.
- Actions you can take to navigate change based on your unique response to stress.
- Resources available to support you.

Handouts:

- [My Change Plan](#)
- [Self-Care at Work](#)

Watch the webinar on demand: [Navigating Change in Challenging Times](#)  (54 minutes, closed captioned)

Download a [transcript of the webinar](#).

Download the Navigating Change [webinar presentation slides pdf](#)

# Newsletters



## January 2023

- Your behavioral health benefits
- On-demand webinars: Assertiveness and confidence, and EAP orientation
- Research and resources on well-being topics

Available [online](#) 



## November/December 2022

- Financial wellness and your well-being
- Upcoming EAP orientation webinars
- Upcoming webinars on burnout
- Research and resources on financial wellness and education

Available [online](#) 



Welcome to

## Perks at Work

An employee perks program that sources perks that matter to help you live a better and healthier life.

[www.perksatwork.com](http://www.perksatwork.com)

### FEATURED EMPLOYEE PRICING DISCOUNTS

Exclusive Employee Pricing Discounts that are always available.



#### TURBOTAX ONLINE

Save up to \$20 on TurboTax

Plus Earn 5X WOWPoints 🏆



#### EMPLOYEE CAR BUYING SERVICE

\$1,000 Avg Savings

Plus Earn 15,000 WOWPoints 🏆

Employee Pricing



#### LENOVO

Up to 68% Off

Plus Earn 2X-6X WOWPoints 🏆

Employee Pricing



# State Human Resources: Business Resource Groups

[Statewide business resource groups \(BRGs\)](#) bring together groups of employees and their allies who have a common interest or characteristic. All BRGs have a charter, mission, goals and bylaws and contribute to an overall statewide business strategy. BRG members bring their unique knowledge and perspectives, making them an asset to state business needs, such as recruitment and retention.

Groups include:

- [Blacks United in Leadership and Diversity \(BUILD\)](#)
- LGBTQ+ -- [Rainbow Alliance and Inclusion Network \(RAIN\)](#)
- [Latino Leadership Network \(LLN\)](#)
- [Washington Immigrant Network \(WIN\)](#)
- [Disability Inclusion Network \(DIN\)](#)
- [Veterans Employee Resource Group \(VERG\)](#)

# Contact:

## [Employee Assistance Program](#)

1-877-313-4455

## Human Resource Services

(509) 335-4521

[hrs@wsu.edu](mailto:hrs@wsu.edu)

Maria Royall,  
HRS Benefits & Wellness Coord.  
(509) 335-1819  
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