

## Is the EAP Confidential?

The success of the EAP depends upon privacy. It is always private when you call your EAP. Your EAP information stays out of your medical record. It also stays out of your personnel file. EAP information is not given to your employer. The laws of privacy protect you. You are required to provide written permission to release your information.

## How Many Counseling Sessions are Included in my EAP?

There are **3** counseling sessions in your EAP benefits. You and those living in your home, are eligible. The **3** sessions are per household unit, per problem area, per benefit year. "Per household unit" is you and anyone living in your home. "Per problem area" is each new issue. "Per benefit year" is your benefit year. For each issue, you and your house mates share the allotted number of sessions.

## What Is the Prescription Drug Discount Card?

This program offers discounts of up to 50% for prescription drugs. There is an average savings of over 20%. Simply log in to our website:

**HolmanGroup.com**. Click "See My Plan." Then click the [www.scriptsav.com](http://www.scriptsav.com) link. Log-in using Group # S1000. Complete the form. Use your Holman password as your Company ID. Print out your ScriptSave<sup>SM</sup> discount card. You will start receiving discounts! You can also call us at **(800) 321-2843**.

### California Relay Service (CRS)

If you have limitations hearing or speaking, please utilize the phone numbers below to have a CRS representative assist you.

Type of Call	Language	Toll-free Number
TTY/VCO/HCO to Voice	English	1-800-735-2929
	Spanish	1-800-855-3000
Voice to TTY/VCO/HCO	English	1-800-735-2922
	Spanish	1-800-855-3000



**Holman Family  
Counseling Inc.**

Managed Behavioral Healthcare Services

For Confidential Assistance, Questions or  
Comments, Please Call

**(800) 321-2843**

or Visit us Online at  
**HolmanGroup.com**



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Family  
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# Employee Assistance Program

## How to Use Your EAP



## What is the EAP?

The EAP is here to help you. It is also here to help your family members. It helps resolve daily matters that affect your life. This is done by talking to a licensed counselor. Community referrals are also available. There are legal and financial referrals too. The EAP is the first step to solving issues in your life and helps you regain control of and improve the quality of your life.

## What Kinds of Issues

### Does the EAP Address?

The EAP helps you with matters that affect your daily life. These issues include:

- Family or marital conflict
- Alcohol or drug issues
- Stress
- Depression
- And much more...

Calling your EAP is often the first step. For big or small issues, your EAP can help. You will gain skills when you talk to a licensed counselor. These skills will help you handle your affairs. You will also be better prepared to deal with other matters.

## Who Can Use the EAP?

You can use the EAP. Your eligible dependents can use the EAP. Anybody living in your house can use the EAP.

## What Does the EAP Cost?

Your sessions with a qualified counselor are free. This includes you and your household members.



## How Does the EAP Work?

Accessing your EAP is easy. Simply call The Holman Group at (800) 321-2843 during business hours. Business hours are 7:30 am to 5:00 pm PST. You will speak with a qualified person. They will help you with your needs. If you choose to see a counselor, one will be assigned to you based on your needs. Your counselor will contact you to schedule an appointment. They will contact you to coordinate a time that best fits your schedule. Remember you must call Holman first to schedule an appointment. Please call if you have questions. Questions and community referrals are answered during business hours.

## What If I Am In a Crisis?

You can call us anytime, if you feel you need immediate help. Call us at **(800) 321-2843**. You will speak to a qualified licensed counselor. They are available 24 hours a day, 365 days a year.

## What Other Services

### Does the EAP Provide?

We also provide referrals to community resources. These resources include 12-step programs, parenting classes, elder care, and more. The EAP includes benefits specific to your organization. You can call us during business hours or find information at

[HolmanGroup.com](http://HolmanGroup.com).

\*Holman community resources are provided as a service to our clients. They are not Holman contracted providers. The information obtained through Holman's community resources are for informational purposes only. All information received should be verified. All final decisions on the appropriateness of information, the quality of service, or the qualifications of a service provider must be made by each individual and are not the responsibility of Holman.



## Can I Call for Legal & Financial Services?

Yes, you and your household members can call. Ask for Holman's Legal and Financial Services. Phone call discussions are at no cost to you. You can speak with a financial counselor. You can also speak with a legal counselor. If needed, more legal discussions will be offered at a 25% discount. The counselor can assist you in dealing with issues such as:

- College planning
- Consumer debt and budgeting assistance
- Complex tax issues
- Credit counseling
- Insurance
- Investments
- Financial issues related to the loss of a wage earner, as a result of death, divorce or retirement.
- And much more ...

## What Information is on The Holman Group's Website?

You and your household members can log on to [HolmanGroup.com](http://HolmanGroup.com). A wealth of information is available. Some of the items you will find include:

- Reading materials on health issues
- Webinars and links
- Email a Holman department
- Request form to see a counselor

