

January 22, 2013

Dear Staunton City Schools Employees:

Your employer has invested in the wellbeing of you and your household members by purchasing counseling services from Optima Employee Assistance Program. This employee benefit is free of charge to you, confidential and easy to access.

At times we all have day-to-day problems in both our work and personal lives. Sometimes we need help in dealing with these. The Optima EAP staff are skilled, professional counselors, all of whom are licensed and have advanced educational degrees. They will help you sort through your problems and explore possible solutions. After an initial meeting to assess your needs, your counselor will work with you to develop a course of action for dealing with your concern. This plan can include up to 4 additional follow-up meetings per issue. If a referral to a community based professional resource is necessary, the counselor will work with you and your insurance benefit plan to locate an appropriate resource, however, many issues can be handled entirely by the Optima EAP staff eliminating the need for referrals or a Copayment.

**Privacy is assured!** Discussions with an EAP counselor are confidential and protected to the full extent of the laws of the Commonwealth of Virginia. No information about the nature of your personal situation is placed in your employer's personnel or medical files, nor will an EAP counselor reveal any client information without your written consent, except in cases that present an imminent danger of harm to yourself or others. This is true for you, the employee, and your household members.

For your convenience, we have several office locations throughout Staunton, Augusta County and surrounding areas. A member of our staff is available to help you **24 hours a day, 7 days a week, 365 days of the year**. You may contact Optima EAP at **757-363-6777 or 800-899-8174** to schedule an appointment.

Please review the enclosed brochure and feel free to share the information with any household members. If you are struggling with an issue, EAP is here to help you find a solution. For more information about Optima EAP, please call 757-363-6777 or 800-899-8174, or visit [OptimaEAP.com](http://OptimaEAP.com) and enter username SCPS.