

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Employee Assistance Program	<b>REFERENCE NUMBER:</b> 2008-043
<b>DATE ISSUED:</b> 12/05/08	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Departmental Employee Assistance Program Coordinators**

**FROM:** Department of Personnel Administration  
Benefits Division

**CONTACT:** Jackie Hensley, Statewide Employee Assistance Program Manager  
(916) 324-9353  
Fax: (916) 324-3213  
Email: [jackiehensley@dpa.ca.gov](mailto:jackiehensley@dpa.ca.gov)

As the economic crisis worsens, many State employees and their families are looking for ways to respond to the changing financial situation. One excellent resource is the State's Employee Assistance Program (EAP).

The EAP offers financial consultation, legal advice and stress relief. There are also numerous online tools available on the website [www.EAP4SOC.mhn.com](http://www.EAP4SOC.mhn.com) that contains a host of financial articles, tools and resources. This is a great place to research a financial question, use a financial calculator, or learn about financial matters. These services are always free and confidential, and access is available anytime by calling 866-327-4762, TDD callers please dial 800-327-0801.

As you look for ways to offer solutions for your employees and coworkers, please remember the EAP. For your convenience, we've attached a sample memorandum that your department can customize and send to your employees.

If you have any questions or need assistance, contact Jackie Hensley at the contact information listed above.

/s/Greg Beatty

Greg Beatty, Chief  
Benefits Division

Attachment

SAMPLE MEMORANDUM  
ON DEPARTMENTAL LETTERHEAD

DATE:

TO:

FROM:

SUBJECT: Employee Assistance Program

As the economic crisis worsens, many of us are looking for resources to help figure out how to respond to the changing financial situation. One excellent resource is the State's Employee Assistance Program (EAP). The services provided are always free and confidential.

**How can EAP help?**

**Financial Consult:** The EAP Financial Consult benefit can help with credit counseling, debt and budgeting assistance, answering financial questions, tax planning and financial planning. An assigned care consultant will help find the right resources.

**Legal Advice:** Employees can get a free 30-minute consultation with an attorney to discuss tax issues, questions on bankruptcy, credit and collection questions, or even advice on banking or mortgage arrangements.

**Stress Relief:** Financial issues can cause a great deal of personal and family stress. The EAP offers face-to-face or telephonic sessions with behavioral health clinicians who can offer the help needed to learn to cope and reduce stress.

**Online Tools:** The EAP website contains a host of financial articles, tools and resources. This is a great place to research a financial question, use a financial calculator, or learn about financial matters.

**Using the Service:** Employees and their dependents can access their EAP benefits anytime by calling MHN at 866-327-4762, TDD callers please dial 800-327-0801.

Please add a closing paragraph with a departmental personal message and contact information.