

# EAP + Work-Life Services

## Moravian College's Employee Assistance Program Overview

Life presents us with challenges at work and at home on a daily basis.  
You do not have to face these challenges alone, even if you're far away.

### The EAP Can Help with Almost Any Issue

EAP benefits are available to employees and their families at NO COST to you (not applicable to temporary employees). Help is as easy as a phone call away. The EAP offers confidential advice, support, and practical solutions to real-life issues. You can access these confidential services by calling the toll-free number and speaking with a consultant.

### EAP Services for Employees and Families

- Unlimited phone consultations with an EAP Counselor
- Dynamic website featuring over 3,400 helpful articles, training courses, a legal and financial center, and more
- Referrals to local counselors for up to **six (6) sessions**, free of charge, to assist with topics such as:

#### Education

Finding a preschool	College planning
Tutoring programs	Financial aid resources

#### Dependent Care

Adoption assistance	After school programs
Day care	Special needs care
In-home services	Senior housing options
Parenting classes	Support groups
Respite care	Elder care

#### Lifestyle and Fitness Management

Nutrition and fitness	Stress and overload
Relationship issues	Divorce and separation
Health and wellbeing	Grief and loss
Relocation	Career planning
Retirement	Balancing work and life

#### Legal & Financial

Budgeting	Credit and collections
Saving and investing	Home buying
Retirement planning	Basic tax planning
Immigration	Personal legal service
Will making	Legal forms

#### Pet Care

Grooming	Choosing a veterinarian
Training/behavior	Boarding and in-home care



### Access Counseling and Benefit Information

CALL **800-395-1616**

WEBSITE [ibhsolutions.com/members](http://ibhsolutions.com/members)

- Click on the IBH logo
- Username: **IBHEAP**
- Password: **WL0103**

Your EAP benefit is provided by your employer and delivered by Integrated Behavioral Health (IBH).

# Work-Life Services

## Balancing Life at Work and Home

Your EAP provides a range of legal and financial services to help you survive a variety of challenges:

Budgeting	Civil/Consumer Issues
Criminal Matters	Debt/Credit Counseling
Estate Planning Law	Financial Planning Services
Immigration	IRS Matters
Motor Vehicle	Personal/Family Legal Services
Real Estate	Tax Consultation/ Preparation



### Financial Services

Employees can receive telephonic consultations with seasoned financial professionals and certified public accountants (CPA). Unlimited telephonic counseling and 30 days of financial coaching is available. Local referrals are available for more complex financial planning issues, such as: credit counseling, debt and budget assistance, basic tax planning, and retirement and college planning questions.



### Legal Services

Employees can receive an initial 30-minute office or telephone consultation with an attorney. Plus, if the attorney is retained to provide legal services, the member can apply a 25% discount off the attorney's normal hourly rate on legal fees. Virtually all types of legal matters are eligible for these services.

### Assistance with Document Preparation

A simple and inexpensive online process enables members to complete their own legal document preparation from home. This eliminates the cost of an attorney or dealing with lengthy completion and delivery periods.



### Dedicated Legal/Financial Website

Each member is provided with unlimited access to a dedicated legal/financial website, which includes legal and financial tools. Examples include legal and financial forms, financial calculators, helpful articles and answers to frequently asked questions.

### Workplace + Supervisor Support

Managing people can be challenging. Employers have unlimited telephonic assistance with topics such as:

Critical incidents	Conflicts in the workplace
Drug-free workplace	Education and training
Job stress	Team Building
Respectful workplace	Organizational development

### Access Online Work-Life Balance

WEBSITE [ibhsolutions.com/members](http://ibhsolutions.com/members)

- Click on the IBH logo
- Username: **IBHEAP**
- Password: **WL0103**