

# capital eap employee assistance program

A Program of Family and Children's Service of the Capital Region, Inc.

Capital EAP is an important benefit provided to you by your employer. Our services are available to you and your dependents at no cost, and include:

- ❖ Professional counseling (individual, relationship, family)
- ❖ Life coaching
- ❖ Depression screening
- ❖ Legal referrals
- ❖ Financial referrals
- ❖ Workshops and trainings on personal and professional development topics
- ❖ Extensive online information and resources on wellness and mental health topics

*Our services are offered by a diverse array of professionals. Specific needs or requests, such as bilingual services, will be accommodated whenever possible.*

## Office Locations:

- ➔ 650 Warren Street  
Albany, NY 12208
- ➔ 632 Plank Road  
Clifton Park, NY 12065
- ➔ 15 Maple Dell  
Saratoga Springs, NY 12866
- ➔ Affiliate locations throughout the region,  
New York State, and the United States

## We are easy to contact!

### For appointments, call:

(518) 465-3813 *or*  
1 (800) 777-6531 (toll free)

### Visit online at:

[www.capitaleap.org](http://www.capitaleap.org)

Contact your human resources department or Capital EAP to obtain login information.

## How to Use Capital EAP Services

*All of the Capital EAP services outlined below are available to you and your eligible family members.* This includes your spouse or domestic partner and dependents up to the age of 18 (or 21 if attending school).

People come to EAP for many reasons. For counseling, some are dealing with life transitions, marriage or relationship problems, difficulties with children or elder relatives, depression, grief and loss, stress-related concerns, substance abuse or alcohol usage, fear and anxiety, or anger management, just to name a few.

In addition, Capital EAP provides referrals for legal and financial issues. If you have any type of legal or financial question, we will connect you with lawyers and financial specialists in your area. The first 30-minutes of your consultation is free. Any additional time after 30 minutes will be priced at a discounted rate.

Capital EAP also provides training workshops at different locations throughout the area. Schedules are distributed quarterly and are also available on our website.

In general, if any concern is causing you to worry a great deal or is affecting your work or home life, you should consider seeking help. Our counselors are experienced and skilled to handle all types of issues, both large and small. They have respect for each client and understand the importance of their varied needs.

All of our services are offered by a diverse array of professionals. Should you have a specific need or request, such as the need for bilingual services, please let us know. Our goal is to try to accommodate as many specific requests as possible.

**Capital EAP keeps all records entirely confidential. No one - not even your employer - knows that you have used our services.**

Anyone can make an appointment by contacting Capital EAP at (518) 465-3813, or 1-800-777-6531. An intake specialist will answer your call and ask some basic questions. Counseling appointments are typically made within 3 to 5 business days. Remember, all of our services are *confidential* and *completely free* to you. There are no co-pays or hidden costs. Take advantage of your EAP benefit!