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Ben M. Spillers
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MEMORANDUM

To: Department-Agency Head/EAP Representative/Personnel Manager

From: Samuel E. Boswell, Director *SEB*
State Employee Assistance Program

Date: June 10, 2010

Re: EAP Community Resources Assistance

As part of our continuing efforts to expand upon the State Employee Assistance Program (SEAP) services, this is to inform you that there are several community based resources programs, activities, and agencies available in the local community to provide assistance and services to your employees.

Several of your employees may already be familiar with some of these community agencies such as the American Red Cross and the Salvation Army. However, there are many other agencies and various support groups available to provide help and assistance to your employees regarding personal needs and family issues.

In order for your employees to receive assistance in making contact with these community resources, please ask them to contact me via phone at 334-223-6153 or by email at sam.boswell@finance.alabama.gov and I will make contact with the community resource agency on the employee's behalf. These community based resources can also be used by your employees as an extension to our normal EAP services or as additional help and assistance with whatever issue or situation the employee is dealing with.

If you have any question regarding the procedures outlined above, please call me or send me an email to the address shown above.