EMPLOYEE ASSISTANCE PROGRAM

With Horizon's EAP, employees can confidentially address and resolve their day-to-day personal and workplace challenges—resulting in a more focused and productive workforce. Up to 5 counseling services are provided at no charge to employees and their household members. Horizon offers short-term counseling on all aspects of life, including:

- Difficulties in Relationships
- Emotional/Psychological Issues
- Stress & Anxiety Issues with Work or Family
- Alcohol & Drug Abuse
- Grief Issues
- Personal & Life Improvement
- Legal or Financial Issues
- Depression
- Childcare Issues
- Eldercare Issues

LEGAL/FINANCIAL SERVICES

Services include legal/financial consultation, guidance, and advice from qualified legal and financial professionals. Each member receives an initial 30-minute office or telephonic consultation for each separate legal or financial matter. Virtually all types of legal matters are eligible for these services, excluding work/employer-related issues. Typical financial matters include credit counseling, debt and budgeting assistance, tax planning, and retirement and college planning.

- Initial 30-minute Office or Telephone Consultation
- 25% Discount When Retaining Attorney Services
- Free Online Will Program Valid in 49 States
- Telephonic Tax Consultation
- Simple Will Preparation
- Identity Theft Consultation
- Mediation Services
- Website Forms and Information

TELEPHONIC WORK/LIFE SERVICES

Through the WorkLife program, employees and their family members can seek assistance for a variety of concerns including child care, elder care, adoption, daily living issues and other issues they may encounter.

- Telephonic Consultation and Referral Services
- Child Care and Elder Care Searches
- Public and Private School Searches
- College Search and Tuition Financing Tools
- Adoption Resources
- Veterinarian and Pet Care Searches
- Health and Wellness Resources
- Online Mortgage Assistance
- Robust Concierge Resources
- Legal and Financial Library
- Health Assessments and Tools

EAP WEBINAR

Horizon Health's webinars are live presentations on some of today's most interesting and important topics. This communication feature is a seminar/workshop that you “attend” right on your computer. It's free and requires only that you register. Look for the registration link on your EAP homepage. This link will provide detailed instructions on how to register as well as how to view the webinar without downloading files to your computer. Previous webinars are posted in the "Archived Webinars" section of the website.

www.mylifevalues.com

Login: FKCC
Password: FKCC

To Access Services, Call 800-272-7252
Online Will

The legal/financial benefit provided in your Employee Assistance Program includes an interactive online Will program that serves as a resource to create a State-specific Will privately online in a secure environment.

You can:
• Choose the Will format that best suits your personal situation
• Build your own Will
• Download/print your Will
• Follow complete instructions on proper signing and witnessing to complete the valid action
• Rest assured that the program is fully guaranteed valid in 49 States (the one exception is Louisiana).

This program offers the individual the opportunity to build their own document. It is suggested that the member consider consulting with an attorney to assure him or herself that they have taken the proper steps as it relates to their specific estate and personal needs.

How to complete an online Will:

1. Login to the Horizon website (www.horizoncarelink.com) and enter your company designated username and password.
2. From the main menu, click on “My Benefits”. Click on Legal/Financial Services on the My Benefits menu.
3. Follow the link that is provided to access the cost-free Horizon Legal and Financial Resource Center.
4. Select Legal Tools and register by creating a username and password (this will be unique to the member and not accessible by anyone else). Do not enter your company username and password in this section.
5. Under the “Wills” header, select the appropriate description (there are six variations of Wills and three additional Estate Planning Documents available).
6. Complete the questionnaire and click on Submit.
7. Under the “My Documents” header, click on view, print, etc. This will allow you to view your Will (included are the instructions for making the document legal in your State).
8. Other Documents are available and can be found under the header “Other Related Documents”.

Do I need a Will?

Who do you want to decide what happens to your assets, property and children? If you want to be that person then you need a Will. The resources are at your fingertips.