



Employee Assistance Program

2185 West 8th Street

Erie, PA 16505

Phone (814) 878-2126

Fax (814) 878-3448

Toll-free 1-888-453-5806

PER CAPITA SERVICE AGREEMENT

New Opportunities Employee Assistance Program, (herein after referred to as "Employee Assistance Program"), of Stairways Behavioral Health, agrees to provide the following contractual services to **Warren County School District**, its employees and members of their household.

1. Employee Assistance Program services shall be provided to **Warren County School District** its employees and members of their household. Appropriate professionals will be provided by the Employee Assistance Program. The service professionals shall remain employees of the Employee Assistance Program and shall assume all responsibilities for the liability and quality of these services.
2. Employee Assistance Program professionals will be available for both on-site and off-site services. On-site services will be provided as warranted and coordinated through the company representative. Attempts shall be made to schedule all appointments in a timely manner. However, immediate crisis situations may be directed to an available and appropriate emergency service. The cost of these services shall then become the responsibility of the referent.
3. A limit of six (6) contact evaluation/counseling sessions per occurrence will be available to the Employee Assistance Program client as an extension of the **Warren County School District** health benefit program. A client requiring extensive services will be referred to an appropriate community treatment facility or provider. The cost of treatment by these professionals shall then become the responsibility of the referent.
4. Employee Assistance Program Services shall be provided under the Per Capita fee schedule of **\$2.00 per covered employee per month** to include:

Employee Assistance Program Evaluation

Counseling and Consultation Services

Critical Incident Stress Debriefing

Three (3) hours of Training and Education per year

5. The number of covered employees shall be verified with **Warren County School District** within fourteen (14) days of the annual renewal date by a representative of the Employee Assistance Program.
6. All services of the Employee Assistance Program shall be payable monthly.
7. Records for any services performed by the Employee Assistance Program for **Warren County School District** its employees and members of their household are the property of the Employee Assistance Program.
8. The Per Capita Service Agreement is in effect on **August 1, 2017** and will renew annually on August 1. Either party may terminate the Service Agreement by giving thirty (30) days written notice, thereof, to the other party. Modifications of the Service Agreement may be accepted when placed in writing and signed by a representative of both parties.

Company Representative

Date

Row H Day

New Opportunities

Employee Assistance Program, Director

6-28-17

Date