



ANGLICAN DIOCESE OF OTTAWA

Employee Assistance Plan - FAQs

What coverage is provided?

The Employee Assistance Plan (EAP) provides up to \$350 per individual per calendar year for counseling

Who is eligible for assistance under EAP?

- Active clergy of the Diocese of Ottawa
- Clergy with Temporary Permission who hold a Bishop's Appointment
- Eligible lay staff of the Diocese of Ottawa who are enrolled in a diocesan pension plan, and other staff upon application to their managers and with approval of the Bishop
- Spouses or partners of eligible clergy and lay staff
- Children under 21 of eligible clergy or lay staff, or under 26 if in full-time attendance at a postsecondary institution

Who is not eligible?

- Employees of parishes are not generally covered
- Family members over the age of 21 unless noted above

Where can I go for counseling?

- You can go to the Ottawa Pastoral Centre (OPC) at 211 Bronson Avenue, Suite 209. Telephone: 613-235-2516; e-mail: opc@ottawa.anglican.ca. OPC counselors all practice under the clinical supervision of a Registered Clinical Psychologist and will provide appropriate referral services when requested or needed. Please note that OPC counselors will not see individuals under the age of 18 unless they are accompanied by an adult.
- You may also consult a qualified counselor of your choice, or one to whom you have been referred, at your own expense.

How do I pay for this service?

- The first four sessions of counseling for clergy and eligible diocesan staff and their families are covered by EAP. After that, counseling for clergy and eligible diocesan staff and their families at the OPC is offered at the rate of \$100 per session. The OPC receipt for your payment of this amount may then be used to claim reimbursement from your insurance carrier, which in the case of Manulife (the supplemental insurance agency for the Anglican Church of Canada and the Diocese of Ottawa) is a maximum of \$350 per calendar year. In this way, EAP will allow for seven and a half counseling sessions before the annual maximum of \$350 per individual is reached.
- If you go to a counselor of your choice, where fees are most often in the \$150-180 (or above) range per session, you must pay the counselor directly and then arrange

for reimbursement from your insurance carrier, to a maximum of \$350 per individual per calendar year.

- You should also be aware that your portion of most counseling fees can be claimed as a medical expense on your tax return.

What other assistance is available?

- Check your insurance coverage to see if what you require is covered: many health insurance plans will pay for counseling by qualified practitioners. There are, however, limitations to coverage so check with your plan or your spouse/partner's plan to be sure of your benefits.
- In some cases, prior approval may be given for counseling services not normally covered by Manulife, your insurance carrier, or the Diocese.

How is my privacy protected?

- OPC does not reveal *any* client information, including names or other identifiers, other than the total number of sessions provided to all clients in any billing period.
- In general, if you reveal to the EAP coordinator or to your counselor that you are contemplating harm to yourself or to another person, or if you reveal that a child is currently at risk, appropriate authorities must be notified. This notification is in keeping with applicable laws and the canons of professional practice for counselors.