

ARIZONA SHEET METAL TRUST FUNDS

HEALTH AND WELFARE

ADMINISTRATIVE OFFICE

PENSION

2400 W. Dunlap Ave., Suite 250
Phoenix, AZ 85021
(602) 249-3582
www.southwestservicefpa.com

Date: December 2009

To: All Eligible Participants and Dependents of
Arizona Sheet Metal Trade Trust Fund

PARTICIPANT NOTICE

MEDICAL PLAN BENEFIT MODIFICATIONS EFFECTIVE JANUARY 1, 2010

This Participant notice will advise you of certain material modifications that have been made to your Medical Plan. **This information is VERY IMPORTANT to you and your dependents.** Please take the time to read it carefully.

Effective January 1, 2010, the following changes will be made to your medical plan:

NEW VENDOR FOR THE EMPLOYEE ASSISTANCE PROGRAM (EAP) & BEHAVIORAL HEALTH PROGRAM

Effective January 1, 2010 the Trust has contracted with a new independent Behavioral Health Program to administer the Employee Assistance Program (EAP) to provide the counseling for stress, depression, family matters, marital problems and financial issues, and to also provide benefits for mental health and substance abuse. The Behavioral Health Program will now be coordinated by **MINES and Associates**, who replaces CONTACT Behavioral Health.

The Trust offers to its participants and their household members an Employee Assistance Program (EAP) that **provides up to 8 free confidential counseling sessions** per person when personal issues are affecting your work performance, family, or other aspects of your life. The EAP is designed to assist you in obtaining the correct professional help for your concerns.

A personal issue may be any situation or condition that interferes with your quality of life or your level of coping. Issues may include chemical dependency, emotional difficulties, family, marital, parent-child or other stressful conditions. Participation in the EAP will not jeopardize your job security nor will it affect future promotional opportunities.

When you contact the EAP, a staff member will schedule an appointment for you with a therapist to assess your situation, advise you of alternatives for help or provide short term counseling, if appropriate, in the 1-8 sessions available.

Confidentiality is one of the most important aspects of the EAP program. If you contact the EAP directly, no one will know about it - unless you tell them. You can contact the EAP directly at **1-800-873-7138**. Appointments will be made at mutually convenient times. The telephone number is staffed 24 hours a day and seven days a week.

The Trust assumes the cost for the EAP program. Other costs, for example treatment beyond the 8 free EAP sessions, may be covered in part or in full by the Behavioral Health benefits of the Medical Plan. You should be aware that failure to obtain precertification/preauthorization from the Behavioral Health Program will result in no benefits being paid. Remember, for an emergency mental health or substance abuse admission, you must notify the Behavior Health Program by the next business day. **It is your responsibility to verify your benefit coverage.**

MINES and Associates is also the organization that you need to call when you precertify (also called preauthorize) outpatient mental health and substance abuse visits along with an inpatient mental health or substance abuse admission.

Effective January 1, 2010
MINES and Associates
EAP and Behavioral Health Counseling
1-800-873-7138

If you have any question about this benefit, please contact the Administrative Office at (602) 249-3582, or toll free at (800) 474-3485.

Sincerely,

Board of Trustees

Receipt of this notice does not constitute a determination of your eligibility. If you wish to verify eligibility, or if you have any questions regarding this Plan change, please contact the Administrative Office.