



CLAREMONT EAP

MANAGEMENT REFERRAL FORM

To set up a Management Referral, please call 800-834-3773 so we can walk you through the process. You also can submit this form to help@claremonteap.com or fax to 510.337.8833; once received one of our counselors will call you to get the information we will need and set up the case.

Date of Referral: _____

Referring Manager: _____

Referring Manager Email / Phone: _____

Employee Name: _____

Employee Phone: _____

Times / dates manager is available to discuss situation with Claremont consultant: _____

Is Performance Improvement Plan in place? Y N

Brief Description of the performance issue: