



February 4, 2014

Dear Affiliate:

Thank you for partnering with us as an EAP Affiliate Provider. Your partnership is appreciated as it makes it possible for us to serve the needs of individuals in your community. We are currently updating all of our affiliate information and we are asking to provide the following documentation.

Please include:

- ___ Updated contact information (email, fax, phone, primary contact etc.)
- ___ Copies of degrees and other credentials
- ___ Updated copies of all related licenses
- ___ Current Malpractice Insurance Certificate

Please mail these to:

Family Service of the Chautauqua Region
Attn: EAP
332 East Fourth Street
Jamestown, NY 14701

Or fax to 716-483-6878

If you would prefer to, you can email these documents to josiahm@fscr.mygbiz.com. Should you have questions, please feel free to call me at 716-488-1971 or e-mail me at your convenience.

Sincerely,

Josiah Melendez
EAP Manager