



New York State
Office of
Children & Family
Services

Facilitator's Guide to The NYSOCFS Youth Portfolio



State of New York

Facilitator's Guide to The NYSOCFS Youth Portfolio

Prepared by the New York State Office of Children & Family Services,
Office of Workforce Development

For more information,
visit us online at: <http://www.ocfs.state.ny.us/main/owd/>
or call: (518) 473-1813



**"The nation's teenagers and young adults are being
left behind in the job market."**

American Society for Public Administration, 2003

**"The most important thing a student can master to-
day is learning to learn."**

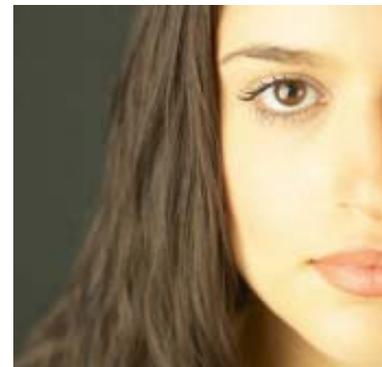
Gunderson, 2004

"None of the top ten jobs that will exist in 2010 exists today."

Former Secretary of Education, Richard Riley

"Knowledge is power."

Francis Bacon, 16th Century



To the Facilitator...

The NYSOCFS Office of Workforce Development is proud to introduce the NYSOCFS Portfolio. So much more than a resume, a portfolio gives young people their first real opportunity to seize control of their work future. It is a place where they can gather everything from working papers and a birth certificate to their dream for the future, and the steps they will need to take to realize that dream.

We hope that you will share and discuss the NYSOCFS Portfolio with the young people you serve. Labor market analysts predict paradigm changes in the world of work. If we are to prepare our youth to successfully compete, we must do all that we can - not tomorrow, but now. The NYSOCFS Portfolio represents a part of this effort.

Why a Portfolio?

Young people need to start preparing for their work future today. The NYSOCFS Portfolio is the perfect vehicle to get started. In addition to its practical use as a tool to find a job, the NYSOCFS Portfolio encourages young people to:

◆ **Include Work in Their Plans**

The NYSOCFS Portfolio sends a powerful message to youth that what they do at 14, 15, and 16 can pay off tomorrow. When they volunteer at the local soup kitchen or mow lawns in the neighborhood, they're doing more than filling up hours - they're building a portfolio. When they leave a job without notice, or have a history of tardiness, they're wasting a "portfolio opportunity."

◆ **"Marry" Education and Employment**

A high school education at one time guaranteed entry to the middle class. Soon, say labor market forecasters, the middle class will only be available to those with some post secondary education or training. Young people need to understand that lifelong learning is no longer what their parents did for fun or self-fulfillment. It is about to become a part of their lives. Rapid changes in technology are making ongoing education imperative. So, the most important thing a young person can master today is "learning to learn."

◆ **Think Ahead-Realistically**

Young people tend not to think much about their lives five years from now - especially as it pertains to work. If they do think about it, their goals often reflect a lack of realism. A 15-year-old may want to be an astronaut, yet see no problem with his "C" in math. A 17-year-old may have just quit school with the plan to "make it big" in business.

A portfolio attaches reality to dreams. It encourages young people to connect their goals to the necessary incremental steps along the way - education as well as work and volunteer experience.



Key Factors to Protecting Your Personal Information

The youth portfolio contains personal information. If someone wrongfully takes that information it is a crime called **Identity Theft**. One way a person may steal someone's identity is to use copies of a Social Security Card, Birth Certificate, Working Papers or other identifying documents. It is very important that youth keep their portfolio with them and not leave it with anyone. Here are some suggestions we included in the youth portfolio to minimize the risk:

-  Don't give out personal information (Social Security Number, credit card number, date of birth, etc.) on the phone, through the mail or over the Internet unless you've initiated the contact and are sure you know whom you're dealing with.
 -  Don't carry your Social Security Card; leave it in a secure place and commit the number to memory.
 -  Secure personal information in your home, especially if you have roommates, employ outside help or are having service work done in your home. Statistics show that family members or employers are responsible for the majority of identity theft.
 -  To stop an identity thief from picking through your trash to take your personal information, tear or shred your charge receipts, copies of credit applications, insurance forms, physician statements, checks and bank statements, expired charge cards that you're discarding, and credit offers you get in the mail.
 -  Carry only the identification information and the number of credit and debit cards that you'll actually need.
 -  When deciding on a "password," avoid using easily available information like your mother's maiden name, your birth date, the last four digits of your Social Security Number, your phone number, or a series of consecutive numbers. Place all passwords in a safe place.
 -  Give your Social Security Number only when absolutely necessary! Instead, ask to use other types of identification when possible.
 -  Pay attention to your billing cycles. Follow up with creditors if your bills don't arrive on time. A missing bill could mean an identity thief has taken over your account and changed your billing address to cover his tracks.
 -  Be wary of promotional scams. Identity thieves may use phony offers to get you to give them your personal information.
 -  When at work, keep your purse or wallet in a safe place.
 -  When ordering new checks, pick them up at the bank, rather than having them sent to your home mailbox.
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Before the Portfolio: Things Youth and You Need to Know

*It's not what we don't know that hurts us;
it's what we think we know that just ain't so.
- Will Rogers*

A portfolio demonstrates a level of preparedness beyond the simple resume.

- ◆ How can we assist youth to think about their work futures unless we are aware that a changing labor forecast calls for brand new strategies?
- ◆ How can we help youth clarify their career goals before helping them explore their skills, strengths, and talents?
- ◆ How can we assist youth to prepare for the expectations of employers unless we know just how deeply those expectations have changed?

The New Labor Market

There is a jobs revolution on the horizon. Just twenty years ago, a young person with a high school diploma could look forward to a life of self-sufficiency. Soon, people without a high school diploma and some post-secondary education or training will struggle to achieve self-sufficiency.

Not unrelated to this challenge is the new global economy. The American job pool is now a *world-sized* pool. The Internet has shrunk the world to a small economic neighborhood. American company call centers are now staffed, not by Americans, but by attendants on the other side of the globe, working for one-fifth of the pay. This increased competition for jobs is about to be compounded by a new paradigm. The labor market is changing so rapidly that none of the top ten jobs that will exist in 2010, exists today.

Living in the memory of any adult over 40 is the time when goods produced in this country stayed here, and competition for jobs was also confined to the pool within our borders. But in a short decade, we've gone from a society that produced one-quarter of the world's output with 4% of its population to one that exports two-thirds more than it imports. In 2001, India graduated almost a million more college students than did the U.S.

The same forecasters say that our future is anything but bleak, as long as we adjust our responses accordingly. We must let go of the myth that old strategies will fix new challenges. We have known since the 1980s that most people will hold several careers in a lifetime. Now, the number of careers one can expect in a lifetime is 13. Workforce development practitioners need to adapt and help youth meet all of these new labor market realities. We must help them to:

- ◆ Explore the skills they possess that can be applied to a wide range of occupations
 - ◆ Develop a portfolio that is flexible and able to be adapted for each job sought, and adjusted to embrace new experiences
-

- ◆ Learn about the labor market and how the global economy, outsourcing, and “close proximity jobs” can impact careers they may be interested in pursuing
- ◆ Attain employer-recognized certifications that will both gain them immediate credibility in a job market and distinguish them from competitors

We would all do well to remember more advice from Will Rogers, whose words also began this section: “Even if you’re on the right track, you’ll still get run over if you just sit there.”

The Foundation: Skills, Strengths, and Talents

Journeys begin by first determining where we are. Otherwise, we’re apt to spend lots of time floundering, only to arrive at the need to do what we should have done at the start.

It is no different with the career journey. It begins by assessing our skills, strengths, and talents. The “old” labor market was very forgiving in this area. The self-assessment process was, more often than not, the “floundering” method. We worked at a gas station for a few months, then at retail store for a few more, then at a fast food establishment. When we had saved enough money for the prom, we quit working altogether. Yesterday’s labor market gave youth a “pass” until about age 21. Until then we were regarded as “finding ourselves.”

Soon, because of increased competition for entry-level jobs, combined with the increased demand for skills and experience, the “floundering method” will be met with the “you snooze, you lose” response.

While today’s youth cannot be expected to be mature beyond their years, practitioners can intervene by administering formal assessments designed to help young people explore their skills, strengths, and talents. While youth will not be making major career decisions based upon these assessment results, they can nonetheless be mindful of them as they frame their Portfolio and prepare a Five-Year Plan.

The NYSOCFS Portfolio Facilitator's Guide includes interest and skill assessment instruments for your consideration.

What Employers Expect

Conventional wisdom suggests that most employers want, above all things, youth who performed well in school. The youth who had better grades, should do a better job. While there is truth *in* this impression - it is not true.

In 2002, the National Association of Colleges and Employers (NACE) surveyed 457 employers in the United States. To the surprise of many education and workforce development professionals, a young person’s grades, while a valid measure of basic intelligence and persistence, were not regarded as the most desired quality in a job candidate. In fact, it ranked 17th in importance. Among the qualities ahead of school performance were:

- ◆ Communication skills
 - ◆ Honesty
 - ◆ Integrity
 - ◆ Teamwork skills
-

◆ Strong work ethic

The lesson is clear: If the Portfolio is to reflect what employers really want, it will need more than an attached report card. It will need to speak the language employers speak. It will need to reflect those activities, awards, certificates, and honors that speak directly to the "basic skills" employers *really* value.

Instructors can help youth meet this challenge by being a part of their exploration process as they guide the youth in reviewing his / her history for evidence of achievements. This process can be as much art as science since qualities such as "integrity" and "honesty" are often neither demonstrated nor acknowledged in traditional ways. Sometimes, they are evidenced in how a youth is regarded in the neighborhood if s/he is relied upon as the neighborhood babysitter, or property caretaker. This role, especially when supported by letters of recommendation from neighbors, can speak volumes to employers. Remember, this is what employers are seeking!

The PORTFOLIO

A **portfolio** is an opportunity to show off **skills, strengths, and talents**. Have youth take the Portfolio with them whenever they are interviewing for a job or applying to a training program.

A **portfolio** is a tool that youth can use to prepare themselves for a job interview. It should be reviewed every few months or as they gain new skills, strengths, and talents!

Remember, a portfolio is not a scrapbook, so only have information included of interest to an employer or training program. This is a youth's chance to make a good impression - all documents should be typed or neatly written and checked for good grammar and spelling.

Portfolio Sections:

Included in the sample portfolio is information on how to gather the documents you will need to complete each section. Each portfolio is as individual as youth are and some information can be placed in more than one section. The general sections outlined in this portfolio are a start for you to help youth build their own unique portfolio.

- ◆ Personal Profile- The 60-Second Infomercial
- ◆ Resume/Fact Sheet
- ◆ Five-Year Plan
- ◆ Work Essential Documents
- ◆ Academic Documents
- ◆ Samples of Work
- ◆ Awards and Recognition
- ◆ References
- ◆ Community Resources

Section 1

PERSONAL PROFILE-

The 60-Second Infomercial

This section is designed to help youth prepare for the "dreaded" question everyone is asked on an interview: *"Can you tell me a little about yourself?"* By identifying skills, strengths, and talents *and* connecting them to the expectations of employers, youth are able to "sell" themselves. Included in this section are some assessment tools that may help youth to do this. It is important that this information in the 60-Second Infomercial come easily and quickly, as interviews are not the only opportunity to get a job or a job lead. Networking opportunities can arise at unexpected times and being prepared is a key to making a good and lasting impression. In order to accomplish this task youth must:

- ◆ Prepare ahead of time, identifying skills, strengths, and talents relating these to workplace expectations. For example, if they have identified "determination" as a strength, have them state that they are determined to see a task through and able to navigate obstacles. If possible, have an example ready such as "I had to prepare a PowerPoint presentation for my English class and the computers kept going off-line, so rather than give up, I worked on paper getting all my slides prepared so that when the computers were on-line again, I could quickly do the data entry and keep my project from being late."
- ◆ Place written script in this section.
- ◆ Practice it!
- ◆ Videotape it and have it critiqued by others.
- ◆ Reevaluate the script as they develop new skills strengths and talents.

60-Second Infomercial Script

You can use the following format to help youth come up with their Infomercial script:

- ◆ Your name is (5 seconds) * This is just for recording your Infomercial. At an interview you probably won't need to mention your name again during your 60-Second Infomercial.
- ◆ Reason interested in the position (10 seconds)
- ◆ Skills, strengths, and talents (25 seconds)
- ◆ Previous employment experiences (15 seconds)
- ◆ Your "tag line" or why you would make a good employee (5 seconds) *Your tag line is your final sentence used to market or sell yourself. Try to make it unique and memorable.

Having a prepared Infomercial will help youth answer confidently when an employer asks, "Tell me about yourself."



Now that the youth have prepared scripts, they should practice their Infomercial. A great way to do this is in front of a video camera. Record their Infomercial. If they can memorize it first it might help them to remember their points without using their scripts. Remember that youth are marketing and selling themselves and that the camera is an actual employer during an interview.

Have youth practice enunciating, looking the employer (camera) in the eye, and remembering to speak loudly enough for the employer to hear. Watch the Infomercial after recording. Ask youth these questions:

- ◆ Did you market yourself effectively?
 - ◆ Did you mention all of your skills, strengths, and talents?
 - ◆ Would the employer be interested in what you were saying?
 - ◆ Would you have been offered the job?
-

Interest Profiler

in Attachments Folder
Filename: AttachmentA

Interest Profiler - Score Report

in Attachments Folder
Filename: AttachmentB

Work Importance Locator - Instrument

in Attachments Folder
Filename: Attachment C

**Work Value Card Sorting Sheet/
Work Value Cards**

in Attachments Folder
Filenames: Attachment D1
Attachment D2

Section 2

RESUME / FACT SHEET

It is important for the youth to understand how to create a resume as each job application may require a new or at least some changes to an existing resume. Here are some general guidelines:

- ◆ Review and update resume every 6 months or as new skills are achieved
- ◆ Emphasize strongest attributes- skills, education, experience and accomplishments - that match job requirements
- ◆ Use action verbs
- ◆ Use phrases, not full sentences, leave out "I"
- ◆ Qualify responsibilities and tasks using numbers, dollars, people and time
- ◆ Highlight special skills
- ◆ Include awards, certifications and licenses
- ◆ Include an appropriate e-mail address

What goes on a great resume?

If youth are 16 or older, your resume should include:

- ◆ Objectives/goals
- ◆ Capabilities
- ◆ Education
- ◆ Employment experience (include volunteer, community service as well as paid work experience)
- ◆ References

If youth are under the age of 16, instead of a resume, prepare a **fact sheet** with a minimum of the following information:

- ◆ Their name and address
 - ◆ Education
 - ◆ Work-related experience/skills (include volunteer, community service as well as paid work experience)
 - ◆ Skills, strengths, and talents
-

What is a RESUME?

Review of your work related experience

Essential information only

Skills, strengths, and talents focused

Unique • • What makes you distinctive

Marketing yourself to an employer

Effective • • Gets you an interview



Character Resume Activity

Learning how to write a resume can be a daunting task for many youth. The Character Resume activity gives young people a fun and interactive way of learning about resumes.

Total Activity Time: 45-60 minutes

Preparation: Have copies of chronological, functional and combination resumes (included in this guide) for each group to refer to while making their character resumes. You may also want to give each group a list of resume action words. You may want to go over the pros and cons of using each resume format before the activity.

Activity: Have young people break out in groups of two or more. Each group should have newsprint/flipchart and magic markers.

You may:

- ◆ Give a complete listing of characters to each group and let them choose a character
- ◆ Have character names or pictures on individual papers, fold the papers and place in a hat or jar, and have the group blindly choose a character

Ideas for characters can include:

Animated or comic book characters: Snoopy, Bugs Bunny, Winnie the Pooh, Spiderman, Elmer Fudd, Charlie Brown, Shrek, Fred Flintstone, etc.

Cinema Characters: Morticia Adams, Herman Munster, Lucy Ricardo, Captain Kirk, James Bond, The Three Stooges, Yoda, Superman, Dorothy, etc.

Historical or Famous People: Steve Irwin "Crocodile Hunter", Albert Einstein, Oprah Winfrey, John Wayne, Donald Trump, etc.

Have each group choose a resume format for their character resume. Encourage each group to be as creative as possible and to have fun! After the groups have completed their character resumes, have a representative from each group present their resume to the other groups!

What Type of Resume Should I Use?

TYPE	PROS	CONS	BEST IF Used By:
Chronological	<ul style="list-style-type: none"> ◆ Most often used ◆ Easy to read ◆ Easy to prepare ◆ Shows steady work history ◆ Depicts growth in skills and responsibilities 	<ul style="list-style-type: none"> ◆ Shows gaps in employment ◆ Does not benefit people with no previous work experience ◆ Highlights frequent job change ◆ Fails to emphasize skill development 	<ul style="list-style-type: none"> ◆ People with a steady work history ◆ Individuals who have acquired additional skills and increased job responsibility ◆ People who are applying for work that is the same or similar to previous work experience
Functional	<ul style="list-style-type: none"> ◆ Focuses on skills rather than employment history ◆ Disguises gaps in employment or a series of short-term jobs ◆ Organizes a variety of work-related experiences (paid, unpaid, volunteer, & other activities) 	<ul style="list-style-type: none"> ◆ Lack of specific information about previous employers and dates may cause employer concern 	<ul style="list-style-type: none"> ◆ People with no previous employment ◆ People with employment gaps ◆ People who have changed jobs a lot ◆ People who have acquired transferable skills from experiences outside of employment opportunities
Combination	<ul style="list-style-type: none"> ◆ Focuses on most relevant skills and accomplishments ◆ De-emphasizes work history from less relevant jobs ◆ Minimizes gaps in employment ◆ Combines skills acquired from a variety of jobs or other activities 	<ul style="list-style-type: none"> ◆ Can be confusing if not well organized ◆ Requires more effort to prepare ◆ Does not focus on job tasks or responsibilities 	<ul style="list-style-type: none"> ◆ People who are changing careers ◆ People re-entering the world of work after a period of unemployment

Resume Action Words

Resume action words, when used appropriately, help clarify your strengths, skills, and experience. Action words also help focus an employer's attention. This is a list of action words you can use to enhance your resume.

- A** • Accomplish, adapt, administer, advise, advocate, analyze, arrange, assess, assist
 - B** • Balance, bargain, brainstorm, built
 - C** • Calculate, change, check, clarify, coach, collaborate, communicate, compile, compose, conduct, contribute, construct, coordinate, create
 - D** • Decide, deliver, demonstrate, design, develop, discover, distribute, drive
 - E** • Edit, encourage, engage, enforce, establish, evaluate, examine, exceed, execute, explore
 - F** • Facilitate, file, follow, formulate, founded
 - G** • Generate, give, guide
 - I** • Identify, implement, improve, influence, increase, initiate, inspect, inspired, instruct, install, integrate, interpret, invent, investigate
 - L** • Lead, learn, led, listen, lobbied
 - M** • Make, manage, mediate, mentor, modify, monitor, motivate
 - N** • Negotiate
 - O** • Observe, operate, organize
 - P** • Paint, perform, persuade, photograph, pilot, plan, prepare, present, preside, print, produce, program, promote, provide, publicize, purchase,
 - R** • Recommend, reconcile, recruit, reduce, relate, renegotiate, reorganize, repair, report, represent, research, reshape, resolve, restore, review
 - S** • Save, schedule, sell, shape, share, simplify, solve, speak, strategize, study, succeed, supervise
 - T** • Taught, teach, train, translate, tutor, type
-

The "Low Down" On Scannable and Internet Resumes

Advantages to the Employer:

There are a number of advantages to an employer in scanning paper resumes into a database or receiving them electronically. Some advantages are

- ◆ More resumes on file for longer periods of time
- ◆ Resumes can be key word searched - saving time
- ◆ Provides an objective selection process based on specific qualifications

The Employer Process:

Employers who receive or store resumes electronically go through a process prior to posting a job.

1. The person hiring identifies required skills, education and training qualifications, desired experience, necessary licenses or certifications, geographic scope, and any other criteria specific to the job
2. The manager or human resource department personnel select key words based on the job requirements
3. The computer searches the resumes stored in a database for key words
4. Candidates are selected and prioritized for review and interviewing based on the number of "hits" or key words found

Electronic Resume:

When writing an electronic resume **do not** include a resume objective, personal data, hobbies or interests not linked to job requirements, or the reference line.

Dos and Don'ts for Scannable Resumes

DO:

- ◆ Use white, 8 ½ x 11 copy grade paper and black ink
- ◆ Use laser printed originals
- ◆ Use standard typefaces or fonts
- ◆ Use a font size of 10-14
- ◆ Place your name on the top of all pages on its own line

DON'T:

- ◆ Use dot matrix or low quality copies
 - ◆ Fold or staple the resume
 - ◆ Fax a resume that will be scanned
 - ◆ Use italics, underlining, shadowing or reverse type
 - ◆ Use vertical or horizontal lines, bullets, boxes, columns, or graphics
-

Tips for Increasing the Number of "Hits" on Your Electronic Resume

- ◆ Add key words throughout your resume.
- ◆ Key words name skills, qualifications, education, professional affiliations, awards, licenses, and certifications. Examples are: automotive mechanic, Spanish, Japanese, Chinese, accounts payable, sales, etc.
- ◆ Include specifics such as Microsoft Word, Excel, PowerPoint, etc.
- ◆ Use vocabulary specific to the industry
- ◆ Use common resume headings like experience, education, awards, etc.
- ◆ Include inter- and intra-personal skills like self-starter, dependable, team player, etc.



If your resume is going to be posted on the internet or submitted electronically, becoming more common now with websites such as America's Job Bank and Monster.com, keep in mind to:

- ◆ Create your resume with the same formatting as a resume you would send to be scanned
 - ◆ Save the resume as a text-only, plaintext, ASCII or DOS text
 - ◆ Do not send the resume as an attachment. The receiver may not have the software necessary to access your attachment in a readable form
 - ◆ E-mail your resume to yourself or a friend, review it and refine the formatting if needed
 - ◆ Remember not to have indents, all capitalized resume headings, and do not exceed 70 characters and spaces per line
-

Fact Sheet

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Education: _____

Work Experience (Include supervisors name, address, and phone number):

Volunteer/Community Service: _____

References:

1. _____

2. _____

3. _____

Skills, Strengths, & Talents: _____

Sample Combination Resume

Wanta Job

7 Opportunity Street
Youth, New York 11111
(123).456.7890
youngadult@professionale-mail.com

OBJECTIVE: To obtain a part-time entry-level position as an office assistant.

SKILLS AND ACHIEVEMENTS:

- Proficient in Microsoft Word, Excel, PowerPoint
- Excellent telephone etiquette
- Detail orientated
- Good organizational skills
- Works well with customers and fellow employees
- Awarded Average American High School Student Intern of the Fall Semester 2004

WORK HISTORY:

School Office Student Intern

Fall Semester 2004

Average American High School, Youth, New York

- Photocopied student attendance records and distributed to home room teachers
- Acted as a receptionist as needed answering phones, greeting visitors, and filing

School Newspaper Staff

September 2003 to Present

Average American High School, Youth, New York

- Researched and gathered information for news articles using library and internet resources.
- Composed informational articles and columns

EDUCATION:

Average American High School

Youth, New York

Projected Graduation: June 2005

Section 3

FIVE-YEAR PLAN

Youth may not have a clear idea of a career path. It is important to use the formal and informal assessments (included in section 1) to help youth explore various career clusters.

When setting a Five-Year Plan youth are able to set short-term goals for themselves and see small steps to achieving a larger goal. The following instruments are used to help youth understand themselves and should not be shared with the potential employers but the results can be incorporated in your **60-Second-Infomercial**.

You should use the results of any self-assessment instrument you have administered, such as:

- ◆ Self-Directed Search
- ◆ Holland Assessment, and/or Interest Profiler
- ◆ Multiple Intelligences Assessment (Smart Options)
- ◆ Learning Style Assessment
- ◆ Work Importance Locator
- ◆ Ability Profiler
- ◆ Ansell-Casey Assessment

Many of these assessments are free, and can be found on the O*Net and CareerZone websites.

Once youth have completed these assessments, they can use the information to explore career choices in identified areas and determine a path for that meets their educational and vocational goals.

Youth can also use the Income Growth Strategy to help plan small steps to achieving their ultimate career goals.

Youth should look at entry-level work experience as a means to master some transferable skills that will be used to gain better positions in job closer to their ultimate career plans.

**"The Road to Self-Sufficiency"
An Income Growth Strategy for Out of School Youth**

in Attachments Folder
Filename: Attachment E

Section 4

WORK ESSENTIAL DOCUMENTS

This is the place to keep the documents youth will need to show an employer:

- ◆ Working Papers
- ◆ Birth Certificate
- ◆ Social Security Card
- ◆ Alien Registration Card (if applicable)
- ◆ Non-Driver Photo ID Card
- ◆ Drivers Permit or License (if applicable)
- ◆ Selective Service Registration (if applicable)

This section is also the place to keep evaluations and performance feedback sheets from past employers. Don't forget to include volunteer work, community service, and paid work experience. Youth can also keep any documentation such as certificates earned, thank you letters from customers and pictures of job accomplishments.

Types of Working Papers

1. **Student Non-Factory Employment Certificate** - The Student Non-Factory Employment Certificate, known as AT-18 (blue paper), is issued to minors ages 14 and 15 who plan to work at permitted occupations during vacations or after school hours. The certificate is not valid for work in factory workrooms or work involving use of prohibited machinery or chemical processes, or cleaning, oiling, wiping, or adjusting belts to machinery.
2. **Student General Employment Certificate** - The Student General Employment Certificate, known as AT-19 (green paper), is issued to minors ages 16 and 17 who attend school and plan to work during vacations or after school hours. It is valid for work in a factory and other trade, business, or service. However, this certificate is not valid for hazardous employment such as operating certain machines, doing construction work, or for work as a helper on a motor vehicle, or cleaning, oiling, wiping, or adjusting belts to machinery.
3. **Full-Time Employment Certificate** - The Full-Time Employment Certificate, known as AT-20 (salmon paper), is issued to minors ages 16 and 17 who are not attending school or who are leaving school for full-time employment. It is valid for factory or other types of work. It is not valid for hazardous employment such as operating certain power-driven machines, doing construction work, or for work as a helper on a motor vehicle or cleaning, oiling, wiping, or adjusting belts to machinery.
4. **Special Occupation Permits:**
 - ◆ **Farm Work Permit** - The Farm Work Permit, known as AT-25 (whitepaper), is for minors ages 12 and 13. It allows them to work in the hand harvest of berries, fruits, and vegetables. They must be accompanied by a parent or guardian or give the employer written consent from them. For minors ages 14 and 15, the Farm Work Permit is called an AT-24 (yellow paper). It allows the minors to work before and after school, on weekends and during vacations. The permits are not valid for work in or in connection with a factory or cannery. The minors may use both permits for any farmer-employer, but each farmer must sign the permit.
 - ◆ **Newspaper Carrier Permit** - Newspaper Carrier Permits, also known as AT-23 (buff paper), are for minors ages 11 to 18 who deliver, or sell and deliver, newspapers, shopping papers, or periodicals to homes or places of business. The minors must carry the permit while working.
 - ◆ **Street Trades Permit** - Street Trades Permits, also known as AT-26 (ivory paper), are for self-employed minors ages 14 to 18 who sell newspapers or periodicals in the street or public places or who work as shoeshines.
 - ◆ **Child Model Permit** - Child Model Permits, also known as AT-12 (green booklet), are issued for the employment of child models under 18 years of age.

NOTE: A minor must give their employment certificate to the employer when they begin employment. When a minor leaves employment, the employer must return their employment certificate to them.

How to Obtain Working Papers

To Obtain Working Papers:

Youth must first...

Get information and an application form from their school office.

If they are not attending school or apply during vacation periods, youth must obtain the address of the certificating office from the school nearest their home.

Then youth must...

- ◆ Complete the application form which requires
 - ◆ Signature of parent or guardian
 - ◆ Birth or baptismal record for proof of age
 - ◆ Doctor's certificate showing that they are physically fit to work (this certificate is not required for newspaper carrier permits if the applicant is qualified to participate in the school's physical education program),

For youth to obtain a full-time employment certificate, their parent or guardian must appear in person before the school authorities to give consent. High school graduates can present written consent. In addition, youth must provide proof of age, a certificate of physical fitness, and a schooling record. In New York City and Buffalo, a 16-year-old minor who is leaving school must have a pledge of employment signed by the prospective employer and a "Job Description" that shows a daily and weekly schedule and details the work to be done.

If You Are 12 or 13

When your attendance at school is not required, you may work on a farm picking berries, fruits, or vegetables, or in any farm work on the home farm.

Work Between:

9 AM and 4 PM
7 AM and 7 PM

When:

Day after Labor Day to June 20
June 21 to Labor Day

You must be accompanied by a parent or present written consent of parent to employer. You need working papers except when employed by your parents on the home farm or at other outdoor work not connected with business.

If you are 11 to 18 years old, you may work as a newspaper carrier.

When school is in session:

Work Between:

5 AM and 7 PM
(or 30 min. prior to
sunset; whichever
is later).

When:

Monday-Friday

5 Am and 7 PM
(or 30 min. prior to
sunset; whichever
is later).

Saturday, Sunday
and holidays

Maximum 5 hrs/day

If You Are 14 or 15

When your attendance at school is not required, you may work in stores, offices, and other places, except in a factory workroom. You may do delivery or clerical work in an enclosed office of a factory, and in dry cleaning stores, shoe repair shops, and similar service stores.

Work Between:

7 AM and 7 PM
7 AM and 9 PM

When:

Day after Labor Day to June 20
June 21 to Labor Day

When school is in session:

Monday-Friday 3 hrs/day
Saturday, Sunday, 8 hrs/day
holidays

Maximum 18 hrs/wk

If you are enrolled in an approved work study program, you may work up to 23 hours in any given week.

When school is not in session, you may work 6 days a week, up to 8 hours in any one day and up to 40 hours in any one week. (School is not in session if the school is closed for the entire week.)

If you work at a street trade, you may work between 6 AM and 7 PM 4 hours a day on any day school is in session and 5 hours a day on any day school is not in session.

Hours regulations do not apply to farm work. You need working papers for any job except the following: work on the home farm, caddying, baby-sitting, casual employment consisting of household chores and yard work in and about a residence or the premises or a non-profit organization that does not involve the use of power-driven machinery.

If You Are 16 or 17

You may work in a factory as well as other places.

When school is in session:

Monday-Thursday	4 hrs/day
Friday, Saturday, Sunday, holidays	8 hrs/day

Maximum 28 hrs/wk

Generally, you may not work between 10 PM and 6 AM. You must obtain written permission from a parent or guardian and from your school, in order to work between 10 PM and midnight on a day before a school day; and only from your parent or guardian to work between 10 PM and midnight on a day before a non-school day. Students enrolled in an approved Cooperative Education Program may work up to 6 hours on a day preceding a school day when school is in session as long as the hours are in conjunction with the program.

During vacations (school must be closed for the entire week), you may work 6 days, 48 hours a week, 8 hours a day between the hours of 6 AM to midnight.

If you work as a newspaper carrier, you may work 4 hours on school days and 5 hours on other days; you may not work between 7 PM or 30 minutes prior to sunset, whichever is later, and 5 AM.

If you work at a street trade, you may work 4 hours on any school day and 5 hours on any non-school day; you may not work between 7 PM and 6 AM.

You need working papers for any job except the following: farming, caddying, baby-sitting, casual employment consisting of household chores and yard work in and about a residence or the premises of a non-profit organization and, if a college student, working for a non-profit college or university or for a non-profit college or university fraternity, sorority, student association or faculty association.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Farmwork Permit — Special

Valid for the employment of a minor 12 or 13 years of age, to engage in the occupation of hand harvesting, berries, fruits, and vegetables.

(This permit expires the day preceeding the minors fourteenth birthday)

Number _____ Date of Issuance _____

Name of Minor _____

Date of Birth _____ Social Security Number _____

Signature of Minor in Presence of Issuing Official _____

(School Building and Public School District)

Signature of Issuing Official _____

NOTE: This permit not valid until signed below by the employer.

Date	Employer

Rev. 6/92

AT-24

C. F. Williams & Son, P.O. Box 828, Albany, N. Y. 12201

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Farmwork Permit

Valid for the employment of a minor 14 or 15 years of age in the occupation of farmwork.

Number _____ Date of Issuance _____

Name of Minor _____

Date of Birth _____ Social Security Number _____

Signature of Minor in Presence of Issuing Official _____

(City, Village, or School District)

Signature of Issuing Official _____

NOTE: This permit not valid until signed below by employer.

Date	Employer

AT-23

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Newspaper Carrier Permit

Valid for the employment of a minor 11 to 18 years of age to engage in the occupation of delivering, or selling and delivering newspapers, shopping papers and periodicals to customers at their homes or places of business.

Number _____ Date of Issuance _____

Name of Minor _____

Date of Birth _____ Social Security Number—Optional _____

Signature of Minor in Presence of Issuing Official _____

(City, Village, or School District)

Signature of Issuing Official _____

AT-26

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Street Trades Permit

(Expires 2 years from the Date of Issuance)

Valid for a minor to engage in the street trades occupations of selling newspapers or periodicals, or work as a bootblack.

Number _____ Date of Issuance _____

Name of Minor _____

Date of Birth _____ Social Security Number _____

Signature of Minor in Presence of Issuing Official _____

(School Building and Public School District)

Signature of Issuing Official _____

Rev. 9/91

C. F. Williams & Son, P.O. Box 828, Albany, N. Y. 12201

This form has been approved as to content and format by the New York State Education Department, October 1962.

CHILD MODEL PERMIT

(PERMIT NUMBER) _____

(DATE ISSUED) _____

(DATE OF EXPIRATION) _____

Issued to _____ (Name of Minor)

_____ (Address of Minor)

_____ (Date of birth of minor)

Certifying Officer _____
and address _____

Form 304-CMP 11-11-85 C. F. WILLIAMS & SON, ALBANY, N. Y. 12261

NOTICE TO EMPLOYERS AND CHILD MODELS

1. The child model work permit is not transferable.
2. The child model work permit "shall terminate one year after date of issuance" but may be renewed.
3. The child model work permit must be brought to each job assignment and must be signed on the date of assignment by the immediate employer, who shall indicate the number of hours the minor is employed.
4. The child model must be accompanied to each job location by a parent or guardian or by an adult designated by the parent or guardian.

RULES AND REGULATIONS (continued)

5. The child model work permit "may be revoked by the certifying officer at any time for good cause."
6. The child model work permit "shall not be valid when attendance for instruction is required in accordance with the Education Law."
7. "The Industrial Commissioner is hereby authorized and empowered to prosecute violations of sections three thousand two hundred sixteen-a and three thousand two hundred sixteen-b of the Education Law."

(continued on inside back cover)

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THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

APPLICATION FOR EMPLOYMENT CERTIFICATE

See reverse side of this form for information concerning employment of minors.

All signatures must be handwritten in ink, and applicant must appear in person before the certifying official.

PART I – Parental Consent – (To be completed by applicant and parent or guardian)

Parent or guardian must appear at the school or issuing center to sign the application for the first certificate for full-time employment, unless the minor is a graduate of a four-year high school and presents evidence thereof. For all other certificates, the parent or guardian must sign the application, but need not appear in person to do so.

Date.....

I, Age
[Applicant] [Social Security Number]
Home address apply for a certificate as checked below:
[Full Home Address including Zip Code]

- Nonfactory Employment Certificate – Valid for lawful employment of a minor 14 or 15 years of age enrolled in day school when attendance is not required.
- Student General Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age enrolled in day school when attendance is not required.
- Full-Time Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age who is not attending day school.

I hereby consent to the required medical examination and employment certification as indicated above.

.....
[Signature of Parent or Guardian]

PART II – Evidence of Age – (To be completed by issuing official only)

..... – Check evidence of age accepted – Document # (if any)
[Date of Birth]

Birth Certificate State Issued Photo I.D. Driver's License Schooling Record Other.....
[Specify]

PART III – Certificate of Physical Fitness

Applicant shall present a Certificate of Physical Fitness from a school or private physician. Said examination must have been given within 12 months prior to issuance of the employment certificate.

If the Certificate of Physical Fitness is limited, the issuing official shall issue a Limited Employment Certificate (valid for a period not to exceed 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes jobs. Enter the limitation on the employment certificate.

PART IV – Pledge of Employment – (To be completed by prospective employer)

Part IV must be completed only for: (a) a minor with a medical limitation; and (b) for a minor 16 years of age who is leaving school, and resides in a district (New York City and Buffalo) which require a minor 16 years of age who is not employed to attend school, according to Section 3205 of the Education Law.

The undersigned will employ residing at
[Applicant]

as at
[Description of Applicant's Work] [Job Location]

for days per week hours per day, beginning a.m. p.m.

..... ending a.m. p.m.
[Name of Firm] Factory Nonfactory [Address of Firm]

..... Starting date
[Telephone Number] [Signature of Employer]

PART V – Schooling Record – (To be completed by school official)

Part V must be completed only for a minor 16 years of age who is leaving school, and resides in a district (New York City and Buffalo) which require a minor 16 years of age to attend school, according to Section 3205 of the Education Law.

I certify that the records of
[Name of School] [Address]

show that whose date of birth is
[Name of Applicant]

is in grade
[Signature of Principal or Designee]

PART VI – Employment Certification – (To be completed by issuing official only)

Certificate Number Date Issued

..... [School or Issuing Center] [Address] [Signature of Issuing Official]

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

GENERAL INFORMATION

An Employment Certificate (Student Nonfactory, Student General, or Full Time), may be used for an unlimited number of successive job placements in lawful employment permitted by the particular type of certificate.

A Nonfactory Employment Certificate is valid for 2 years from the date of issuance or until the student turns 16 years old, with the exception of a Limited Employment Certificate. A Limited Employment Certificate is valid for a maximum of 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes job. It may be accepted only by the employer indicated on the certificate.

A new Certificate of Physical Fitness is required when applying for a different type of employment certificate, if more than 12 months have elapsed since the previous physical for employment.

An employer shall retain the certificate on file for the duration of the minor's employment. Upon termination of employment, or expiration of the employment certificate's period of validity, the certificate shall be returned to the minor. A certificate may be revoked by school district authorities for cause.

A minor employed as a Newspaper Carrier, Street Trades Worker, Farmworker, or Child Model, must obtain the Special Occupational Permit required.

A minor 14 years of age and over may be employed as a caddy, babysitter, or in casual employment consisting of yard work and household chores when not required to attend school. Employment certification for such employment is not mandatory.

An employer of a minor in an occupation which does not require employment certification should request a Certificate of Age.

PROHIBITED EMPLOYMENT

Minors 14 and 15 years may not be employed in, or in connection with a factory (except in delivery and clerical employment in an enclosed office thereof), or in certain hazardous occupations such as: construction work; helper on a motor vehicle; operation of washing, grinding, cutting, slicing, pressing or mixing machinery in any establishment; painting or exterior cleaning in connection with the maintenance of a building or structure; and others listed in Section 133 of the New York State Labor Law.

Minors 16 and 17 years of age may not be employed in certain hazardous occupations such as: construction worker; helper on a motor vehicle, the operation of various kinds of power-driven machinery; and others listed in Section 133 of the New York State Labor Law.

HOURS OF EMPLOYMENT

Minors may not be employed during the hours they are required to attend school.

Minors 14 and 15 years of age may not be employed in any occupation (except farmwork and delivering, or selling and delivering newspapers):

When school is in session:

- more than 3 hours on any school day, more than 8 hours on a nonschool day, more than 6 days in any week, for a maximum of 18 hours per week, or a maximum of 23 hours per week if enrolled in a supervised work study program approved by the Commissioner.
- after 7 p.m. or before 7 a.m.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, for a maximum of 40 hours per week.
- after 9 p.m. or before 7 a.m.

This certificate is not valid for work associated with newspaper carrier, agriculture or modeling.

Minors 16 and 17 year of age may not be employed: —

When school is in session:

- more than 4 hours on days preceding school days; more than 8 hours on days not preceding school days (Friday, Saturday, Sunday and holidays), 6 days in any week, for a maximum of 28 hours per week .
- between 10 p.m. and 12 midnight on days followed by a school day without written consent of parent or guardian and a certificate of satisfactory academic standing from the minor's school (to be validated at the end of each marking period).
- between 10 p.m. and 12 midnight on days not followed by a school day without written consent of parent or guardian.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, for a maximum of 48 hours per week.

EDUCATION LAW, SECTION 3233

"Any person who knowingly makes a false statement in or in relation to any application made for an employment certificate or permit as to any matter by this chapter to appear in any affidavit, record, transcript, certificate or permit therein provided for, is guilty of a misdemeanor."

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Rev. 9/91

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

APPLICATION FOR EMPLOYMENT PERMIT

See reverse side of this form for information concerning employment of minors.

All signatures must be handwritten in ink, and applicant must appear in person before the certifying official.

PART I – Parental Consent – (To be completed by applicant and parent or guardian)

Date: _____

I, _____ Age _____
[Signature of Applicant] [Social Security Number]

_____, apply for a certificate as checked below:
[Full Home Address including Zip Code]

- Newspaper Carrier Permit (See Part III below) Farmwork Permit
 Child Model Permit (See Part IV below) Farmwork Permit - Special
 Street Trades Permit

I hereby consent to the required medical examination and employment certification as indicated above.

[Signature of Parent or Guardian]

PART II – Evidence of Age – (To be completed by issuing official only)

_____ Check evidence of age accepted – Document No. (if any) _____
[Date of Birth]

- Birth Certificate Schooling Record Other _____
[Specify]

PART III – Certificate of Physical Fitness

Applicant shall present a certificate of physical fitness from a school or private physician. Said examination must have been given with 12 months prior to issuance of the employment permit. A physical fitness certificate is not required for the issuance of a Newspaper Carrier Permit if the applicant is qualified to participate in the school's physical education program. If not qualified to participate, a physician's permission is required. Is the applicant in the school's physical education program?

- YES NO

PART IV – Schooling Record – (To be completed by school official - Required only for Child Model Permit)

I certify that the records of _____
[Name of School] [Address]

show that _____, whose date of birth is _____,
[Minor's Name]

is in grade _____.

[Signature of Principal or Designee]

PART V – Employment Certification

Permit Number: _____ Date issued: _____

[Issuing Center]

[Address]

[Signature of Issuing Official]

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

GENERAL INFORMATION

Types of Permits—

Newspaper Carrier Permit: Issued to a minor 11 to 18 years of age in the occupation of delivering, or selling and delivering, newspapers, shopping papers, and periodicals to customers at their homes or places of business.

Child Model Work Permit: Issued to a minor under 18 years of age to engage in the occupation of a child model.

Farmwork Permit: Issued to a minor 14 or 15 years of age to engage in the occupation of farmwork.

Farmwork Permit—Special: Issued to a minor 12 or 13 years of age to engage in the occupation of hand harvesting of berries, fruits, and vegetables.

Street Trades Permit: Issued to a minor 14 to 18 years of age to engage in the street trades occupations of selling newspapers, shopping papers, and periodicals, or work as a bootblack.

An employment permit may be used for an unlimited number of successive job placements in the specific occupation permitted by the particular type of permit, e.g., a newspaper carrier may work for one newspaper, leave employment and then work for another newspaper as a newspaper carrier.

An employment permit is valid for 2 years from the date of issuance, with the exception of a Child Model Permit and a Newspaper Carrier Permit. A Child Model Permit is valid for only 1 year. A Newspaper Carrier Permit does not expire as long as the minor remains qualified to participate in the school's physical education program.

An employment permit is not transferable to another minor and must be carried on the minor's person while working.

PROHIBITED EMPLOYMENT

An employment permit may not be used for any type of employment other than the specific occupation for which the permit was issued.

HOURS OF EMPLOYMENT

Minors may not work during the hours they are required to attend school.

Minors employed as newspaper carriers may not work:

- A. After 7 p.m. or before 5 a.m.
- B. When school is in session:—more than 4 hours on a schoolday.
- C. When school is not in session:—more than 5 hours on any day.

Minors employed as child models may not work:

- A. Beyond the time and hour limitations for child models as specified in the regulations promulgated by the Commissioner of Education, (Commissioner's Regulation 190.2).

Minors employed as farmworkers may not work:

- A. After 7 p.m. or before 7 a.m. from June 21 to Labor Day, if they are 12 or 13 years of age, and not more than 4 hours on any day.
- B. There are no hours of regulations for farmworkers 14 years of age and over.

Minors engaged in street trades may not work:

- A. After 7 p.m. or before 6 a.m.
- B. When school is in session:—more than 4 hours on any schoolday.
- C. When school is not in session:—more than 5 hours on any day.

EDUCATION LAW, SECTION 3233

"Any person who knowingly makes a false statement in or in relation to any application made for an employment certificate or permit as to any matter required by this chapter to appear in any affidavit, record, transcript, certificate or permit therein provided for, is guilty of a misdemeanor."

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THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

PHYSICAL FITNESS CERTIFICATION

(Name of Applicant)

(Address)

(Date of Birth)

Male

Female

INSTRUCTIONS TO PHYSICIAN:

Complete Part A unless certificate is limited --in which case complete Part B

A. I hereby certify that I have examined the above-named applicant and find **he/she is physically qualified for lawful employment.**

(Date of Physical)

(Signature of Physician)

(Address of Physician)

B. I hereby certify that I have examined the above-named applicant and find **he/she has a disability that requires limited employment.**

(1) Disability ---

(2) Occupation ---

(3) Employer ---

(Date)

(Signature of Physician)

(Address of Physician)

If a limited certificate is indicated, the disability, occupation, and employer must be indicated to make this certificate valid.

How To Apply For Birth Certificates

In New York City:

- ◆ Fill in attached application
- ◆ Follow instructions provided
- ◆ Mail to:
New York City Department of Health
Office of Vital Records
125 Worth Street, Box 4, Room 133
New York, NY 10013

Outside New York City:

- ◆ Fill in attached application
- ◆ Mail to:
New York State Department of Health
Vital Record Section
Empire State Plaza
Albany, NY 12237-0023

There is a \$15 fee per copy (money order or check payable to New York State Department of Health).

Information Page — Mail-in Application for Copy of Birth Certificate

General Instructions

- **Do not** use this application to submit your request *by fax*.
- Use this application only if you are the person named on the birth certificate or that person's parents.
- Use this application only if the birth occurred in New York State *outside* of New York City. **Do not** use this application if the birth occurred in any of the five (5) boroughs of New York City.
- **Do not** use this application for *genealogy requests*.
- Print a copy of this application, complete and sign.
- **Mail** application along with check or money order and a copy of the required documentation (see below).

For regular handling send by first class mail, registered mail, certified mail or U.S. Priority Mail to:

Certification Unit
Vital Records Section
New York State Department of Health
P.O. Box 2602
Albany, NY 12220-2602

For priority handling (add \$15.00 per copy ordered) send by U.S. Postal Express or other overnight carrier **only** to:

Certification Unit
Vital Records Section / 2nd Floor
New York State Department of Health
800 North Pearl Street
Menands, NY 12204

Identification Requirements: Application *must* be submitted with copies of either A or B:

- A. One (1) of the following forms of valid photo-ID:
 - Driver license
 - Non-driver license
 - Passport
 - Employment ID
- B. Two (2) of the following showing the applicant's name and address:
 - Utility bill or telephone bill
 - Letter from a government agency dated within the last six (6) months

Fees: If no record is on file, a **No Record Certification** is issued and the fee is **not** refunded.

- **For regular handling:** The fee is \$30.00 per copy. — Total for one (1) copy is \$30.00. Total for two (2) copies is \$60.00, etc.
- **For priority handling:** The fee is \$30.00 + \$15.00 per copy. — Total for one (1) copy is \$45.00. Total for two (2) copies is \$90.00, etc. *Please send application by overnight carrier to ensure priority handling.*
- Send check or money order payable to the New York State Department of Health. **Do not send cash.**

Note: Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. **Do not send cash.**

Processing Time

- Up to six (6) weeks when ordered with priority handling and submitted by overnight carrier.
- A minimum of twelve (12) to fourteen (14) weeks when ordered without priority handling.
- For faster processing, you may wish to use your credit card and submit your request by *e-mail, fax or telephone*.

Completing the Form

- If you are using Adobe Reader® 5.0 or newer (available as a free download from www.adobe.com) you can fill in the form directly in Adobe Reader by clicking on the appropriate space and entering the information (use the TAB key to move to the next field, shift-TAB to move backwards). Print the completed form, sign and mail to the above address.
- You can print out a blank copy of the form and then type or print the required information.
- Be sure to sign the form before mailing and include a check or money order made payable to the New York State Department of Health along with copies of the required identification.

The NYSOCFS Portfolio - Facilitator's Guide

New York State Department of Health Vital Records		Mail-in Application for Copy of Birth Certificate	
Please complete, sign and mail with check or money order. Include required ID (see instructions).			
Name (as listed on birth certificate): <i>(First Middle Last)</i>		Date of Birth: <i>(mm/dd/yyyy)</i>	
Town, city or village where birth occurred:	Name of hospital where birth occurred: <i>(If known)</i>		
Maiden Name of Mother (as listed on birth certificate): <i>(First Middle Maiden Last)</i>	Birth Certificate No.: <i>(If known)</i>		
Name of Father (as listed on birth certificate): <i>(First Middle Last)</i>	Local Registration No.: <i>(If known)</i>		
	Number of Copies: Standard Size: Wallet Size:		
Purpose for which Record is Required: <i>(Check one)</i>	<input type="checkbox"/> Passport	<input type="checkbox"/> Employment	<input type="checkbox"/> Driver license
	<input type="checkbox"/> Social Security	<input type="checkbox"/> Working papers	<input type="checkbox"/> Marriage license
	<input type="checkbox"/> Retirement	<input type="checkbox"/> School entrance	<input type="checkbox"/> Welfare assistance
	<input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Veteran's benefits
		<input type="checkbox"/> Court proceeding	<input type="checkbox"/> Entrance into Armed Forces
What is your relationship to person whose record is required? <i>(If self, state "SELF")</i>		If attorney, give name and relationship of your client to person whose record is required:	
This office requires written authorization of the person/parents whose record is required			
Signature of Applicant: _____		Date signed: <i>(mm/dd/yyyy)</i>	Applicant's Telephone No.: ()
If delivery is to a P.O. Box or third party, you must submit with this application a notarized statement signed by the applicant and a copy of the applicant's driver license.	Regular Handling	<input type="checkbox"/> \$30.00 x _____	
	<i>(Check Only One)</i>	OR	
	Priority Handling	<input type="checkbox"/> \$45.00 x _____ Copies = \$ _____	
Name & Address of Applicant		Delivery Address	
Name of Applicant:		Name:	
Street:		Street:	
City:		City:	
State & Zip:		State & Zip:	
DOH-296B(h) (10/2004)			

Birth Certificate Identification Requirements

Valid Photo-Identification Defined: Identification (ID) with a photograph of the bearer that has the signature of the bearer. ID must be issued by an officially recognized organization or agency and includes the following types of ID: Driver's License, Employment ID, Government ID, Social Services ID, and a Passport.

	For Yourself or Your Child:	Someone other than Self/Child:
Walk-in Customers	<ul style="list-style-type: none"> ▶ Valid photo-ID, OR ▶ Inmate photo-ID with Release Papers, OR ▶ Two of the following showing your name and address: Utility/Telephone Bills Letter from Government Agency <p>WITHOUT VALID PHOTO-ID, CERTIFICATE WILL BE MAILED</p>	<ul style="list-style-type: none"> ▶ Your valid photo-ID, AND ▶ Other person's valid photo-ID, AND ▶ An original, notarized letter from the person authorizing his or her certificate's release to you.
Mail-in Requests	<ul style="list-style-type: none"> ▶ Copy of valid photo-ID, OR ▶ Two of the following showing your name and address: Utility/Telephone Bills Letter from Government Agency 	<ul style="list-style-type: none"> ▶ A copy of your valid photo-ID, AND ▶ A copy of the other persons photo-ID, AND ▶ An original, notarized letter from the person authorizing their certificate's release to you.
Credit Card Orders By telephone including form filler automated service For yourself or your child only	<ul style="list-style-type: none"> ▶ Valid Credit Card ▶ Identification verified by Health Department computer system 	<p style="text-align: center;">Save Time!</p> <p>WEB SITE: www.nyc.gov</p> <p>MAIL YOUR APPLICATION TO: NYC Department of Health and Mental Hygiene Office of Vital Records 125 Worth St., CN 4, Rm. 133 New York, N.Y. 10013-4090 OR</p> <p>FAX TO (FOR CREDIT CARD ORDERING ONLY): 1 (212) 962-6105 if calling from 5 boros, NYC OR 1 (800) 908-9146 if calling from outside NYC</p> <p>PHONE: 1 (212) 788-4520 for Credit Card Service OR</p> <p>WALK-IN: When the lines are shortest from 9-10 AM or 3-4:30 PM</p> <p style="text-align: center;">The following fees apply: Certificates - \$15.00 Credit Card Handling - \$5.50 Express Mailing Service for Credit Card Orders - \$12.50</p>
Faxed Requests For yourself or your child only	<ul style="list-style-type: none"> ▶ Valid Credit Card verified by Health Department computer system 	

Requirements for those with exceptional situations who are unable to meet Birth Identification Criteria: Issuance criteria for yourself and your child ONLY

Without valid Photo-ID, your certificate will be mailed to you

Official Agency Letter Defined: Without valid, signed photo-identification you must obtain a letter from an official agency such as the police department or a social services office on their letterhead, which confirms your exceptional situation. Additional criteria are described below.

Walk-in Customers Mail-in Requests Faxed Requests	<ul style="list-style-type: none"> ▶ Official Agency Letter, AND ▶ One of the following showing your name and address: A Utility Bill, a Telephone Bill, or a Letter from a Government Agency, i.e., A Social Security award letter, OR ▶ A notarized letter from your landlord that verifies your name and residence, WITH a Telephone or Utility Bill showing the Landlord's name and address.
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THE CITY OF NEW YORK – DEPARTMENT OF HEALTH AND MENTAL HYGIENE

OFFICE OF VITAL RECORDS
125 Worth Street, CN 4, Room 133
New York, N.Y. 10013-4090

SEE IDENTIFICATION REQUIREMENTS ON REVERSE

APPLICATION FOR A BIRTH RECORD

(Print All Items Clearly)

1. LAST NAME ON BIRTH RECORD		2. FIRST NAME		3. <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE			
4. DATE OF BIRTH Month <input type="text"/> <input type="text"/> Day <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		5. PLACE OF BIRTH (NAME OF HOSPITAL, OR IF AT HOME, NO. AND STREET)		6. BOROUGH OF BIRTH			
7. MOTHER'S MAIDEN NAME (NAME BEFORE MARRIAGE) FIRST LAST			8. CERTIFICATE NUMBER (IF KNOWN)				
9. FATHER'S NAME FIRST LAST			<i>(FOR OFFICE USE ONLY)</i>				
10. NO. OF COPIES	11. YOUR RELATIONSHIP TO PERSON NAMED ON BIRTH RECORD IF SELF, STATE "SELF"						
12. FOR WHAT PURPOSE ARE YOU GOING TO USE THIS BIRTH RECORD							
<p>NOTE: Copy of a birth record can be issued only to persons to whom the record of birth relates, if of age, or a parent or other lawful representative. IF THIS REQUEST IS NOT FOR YOUR OWN BIRTH RECORD OR THAT OF YOUR CHILD, NOTARIZED AUTHORIZATION FROM THE PARENT OR THE PERSON NAMED ON THE CERTIFICATE MUST BE PRESENTED WITH THIS APPLICATION.</p> <p>Section 3.19, New York City Health Code provides, in part: "...no person shall make a false, untrue or misleading statement or forge the signature of another on a certificate, application, registration, report or other document required to be prepared pursuant to this Code." Section 558 (e) of the New York City Charter provides that any violation of the Health Code shall be treated and punished as a misdemeanor.</p>							

SIGN / PRINT YOUR NAME AND RECORD YOUR ADDRESS BELOW

SIGNATURE		PRINT NAME	
STREET ADDRESS			APT. NO.
CITY		STATE	ZIP CODE
DAYTIME TELEPHONE NUMBER	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	Area Code	Telephone Number	

NOTE: PLEASE ATTACH A STAMPED, SELF-ADDRESSED ENVELOPE

FEES

SEARCH FOR TWO CONSECUTIVE YEARS AND ONE COPY, OR A CERTIFIED "NOT FOUND STATEMENT"	\$15.00
EACH ADDITIONAL COPY REQUESTED	\$15.00
EACH EXTRA YEAR SEARCHED (WITH THIS APPLICATION)	\$ 3.00
<p>1. Make check or money order payable to: N.Y.C. Department of Health and Mental Hygiene. CASH NOT ACCEPTED BY MAIL. 2. If from a foreign country, send an international money order or check drawn on a U.S. Bank.</p>	

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Applying for a Social Security Card is easy AND it is free!

USE THIS APPLICATION TO APPLY FOR:

- An **original** Social Security card
- A **duplicate** Social Security card (same name and number)
- A **corrected** Social Security card (name change and same number)
- A **change of information** on your record other than your name (no card needed)

IMPORTANT: You **MUST** provide the required evidence or we cannot process the application. Follow the instructions below to provide the information and evidence we need.

- STEP 1** Read pages 1 through 3 which explain how to complete the application and what evidence we need.
- STEP 2** Complete and sign the application using BLUE or BLACK ink. Do not use pencil or other colors of ink. Please print legibly.
- STEP 3** Submit the completed and signed application with all required evidence to any Social Security office.

HOW TO COMPLETE THIS APPLICATION

Most items on the form are self-explanatory. Those that need explanation are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

2. Show the address where you can receive your card 10 to 14 days from now.
3. If you check "Legal Alien **Not** Allowed to Work," you need to provide a document from the government agency requiring your Social Security number that explains why you need a number and that you meet all of the requirements for the benefit or service except for the number. A State or local agency requirement must conform with Federal law.

If you check "Other," you need to provide proof you are entitled to a federally-funded benefit for which a Social Security number is required as a condition for you to receive payment.
5. Providing race/ethnic information is voluntary. However, if you do give us this information, it helps us prepare statistical reports on how Social Security programs affect people. We do not reveal the identities of individuals.
6. Show the month, day and full (4 digit) year of birth, for example, "1998" for year of birth.
- 8.B. Show the mother's Social Security number only if you are applying for an original Social Security card for a child under age 18. You may leave this item blank if the mother does not have a number or you do not know the mother's number. We will still be able to assign a number to the child.
- 9.B. Show the father's Social Security number only if you are applying for an original Social Security card for a child under age 18. You may leave this item blank if the father does not have a number or you do not know the father's number. We will still be able to assign a number to the child.

13. If the date of birth you show in item 6 is different from the date of birth you used on a prior application for a Social Security card, show the date of birth you used on the prior application and submit evidence of age to support the date of birth in item 6.
16. You **must** sign the application yourself if you are age 18 or older and are physically and mentally capable. If you are under age 18, you may also sign the application if you are physically and mentally capable. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. If you are physically or mentally incapable of signing the application, generally a parent, close relative, or legal guardian may sign the application. Call us if you need clarification about who can sign.

ABOUT YOUR DOCUMENTS

- We need **ORIGINAL** documents or **copies certified by the custodian of the record**. We will return your documents after we have seen them.
- **We cannot accept photocopies or notarized copies of documents.**
- If your documents do not meet this requirement, we cannot process your application.

DOCUMENTS WE NEED

To apply for an **ORIGINAL CARD** (you have NEVER been assigned a Social Security number before), we need at least 2 documents as proof of:

- **Age,**
- **Identity, and**
- **U.S. citizenship or lawful alien status.**

To apply for a **DUPLICATE CARD** (same number, same name), we need proof of **identity**.

To apply for a **CORRECTED CARD** (same number, different name), we need proof of **identity**. We need one or more documents which identify you by the **OLD NAME** on our records and your **NEW NAME**. Examples include: a marriage certificate, divorce decree, or a court order that changes your name. Or we can accept two identity documents - one in your old name and one in your new name. (See **IDENTITY**, for examples of identity documents.)

IMPORTANT: If you are applying for a duplicate or corrected card and were **born outside the U.S.**, we also need proof of U.S. citizenship or lawful alien status. (See **U.S. CITIZENSHIP** or **ALIEN STATUS** for examples of documents you can submit.)

AGE: We prefer to see your birth certificate. However, we can accept another document that shows your age. Some of the other documents we can accept are:

- Hospital record of your birth (created at the time of your birth)
- Religious record showing your age made before you were 3 months old
- Passport
- Adoption record (the adoption record must indicate that the birth data was taken from the original birth certificate)

Call us for advice if you cannot obtain one of these documents.

IDENTITY: We must see a document in the name you want shown on the card. The identity document must be of recent issuance so that we can determine your continued existence. We prefer to see a document with a photograph. However, we can generally accept a non-photo identity document if it has enough information to identify you (e.g., your name, as well as age, date of birth or parents' names). **WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD OR CARD STUB, OR SOCIAL SECURITY RECORD** as evidence of identity. Some documents we can accept are:

- Driver's license
- Employee ID card
- Passport
- Marriage or divorce record
- Adoption record (only if not being used to establish age)
- Health insurance card (not a Medicare card)
- Military record
- Life insurance policy
- School ID card

As evidence of identity for infants and young children, we can accept :

- Doctor, clinic, hospital record
- Daycare center, school record
- Religious record (e.g., baptismal record)

IMPORTANT: If you are **applying for a card on behalf of someone else**, you must provide evidence that establishes your authority to sign the application on behalf of the person to whom the card will be issued. In addition, we must see proof of identity for both you and the person to whom the card will be issued.

U. S. CITIZENSHIP: We can accept most documents that show you were born in the U.S. If you are a U.S. citizen born outside the U.S., show us a U.S. consular report of birth, a U.S. passport, a Certificate of Citizenship, or a Certificate of Naturalization.

ALIEN STATUS: We need to see an unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, I-688B, or I-766. We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card if you are lawfully here and need the number for a valid nonwork reason. (See HOW TO COMPLETE THIS APPLICATION, Item 3.) Your card will be marked to show you cannot work. If you do work, we will notify DHS.

To **CHANGE INFORMATION** on your record other than your name, we need proof of:

- **Identity**, and
- **Another document which supports the change** (for example, a birth certificate to change your date and/or place of birth or parents' names).

HOW TO SUBMIT THIS APPLICATION

In most cases, you can mail this application with your evidence documents to any Social Security office. We will return your documents to you. If you do not want to mail your original documents, take them with this application to the nearest Social Security office.

EXCEPTION: If you are age 12 or older and have never been assigned a number before, you must apply in person.

If you have any questions about this form, or about the documents we need, please contact any Social Security office. A telephone call will help you make sure you have everything you need to apply for a card or change information on your record. You can find your nearest office in your local phone directory or on our website at www.socialsecurity.gov.

THE PAPERWORK/PRIVACY ACT AND YOUR APPLICATION

The Privacy Act of 1974 requires us to give each person the following notice when applying for a Social Security number.

Sections 205(c) and 702 of the Social Security Act allow us to collect the facts we ask for on this form.

We use the facts you provide on this form to assign you a Social Security number and to issue you a Social Security card. You do not have to give us these facts, however, without them we cannot issue you a Social Security number or a card. Without a number, you may not be able to get a job and could lose Social Security benefits in the future.

The Social Security number is also used by the Internal Revenue Service for tax administration purposes as an identifier in processing tax returns of persons who have income which is reported to the Internal Revenue Service and by persons who are claimed as dependents on someone's Federal income tax return.

We may disclose information as necessary to administer Social Security programs, including to appropriate law enforcement agencies to investigate alleged violations of Social Security law; to other government agencies for administering entitlement, health, and welfare programs such as Medicaid, Medicare, veterans benefits, military pension, and civil service annuities, black lung, housing, student loans, railroad retirement benefits, and food stamps; to the Internal Revenue Service for Federal tax administration; and to employers and former employers to properly prepare wage reports. We may also disclose information as required by Federal law, for example, to the Department of Homeland Security, to identify and locate aliens in the U.S.; to the Selective Service System for draft registration; and to the Department of Health and Human Services for child support enforcement purposes. We may verify Social Security numbers for State motor vehicle agencies that use the number in issuing drivers licenses, as authorized by the Social Security Act. Finally, we may disclose information to your Congressional representative if they request information to answer questions you ask him or her.

We may use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies to determine whether a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it.

Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security offices. If you want to learn more about this, contact any Social Security office.

This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9 minutes to read the instructions, gather the facts, and answer the questions. **SEND THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. The office is listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213. You may send comments on our time estimate above to: SSA, 1338 Annex Building, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.**

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	NAME → <small>TO BE SHOWN ON CARD</small>	First	Full Middle Name	Last		
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last		
	OTHER NAMES USED					
2	MAILING ADDRESS → <small>Do Not Abbreviate</small>	Street Address, Apt. No., PO Box, Rural Route No.				
		City	State	Zip Code		
3	CITIZENSHIP → <small>(Check One)</small>	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Legal Alien Allowed To Work	<input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 1)	<input type="checkbox"/> Other (See Instructions On Page 1)	
4	SEX →	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
5	RACE/ETHNIC DESCRIPTION → <small>(Check One Only - Voluntary)</small>	<input type="checkbox"/> Asian, Asian-American or Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Black (Not Hispanic)	<input type="checkbox"/> North American Indian or Alaskan Native	<input type="checkbox"/> White (Not Hispanic)
6	DATE OF BIRTH → <small>Month, Day, Year</small>	7 PLACE OF BIRTH → <small>(Do Not Abbreviate)</small> City State or Foreign Country FCI			<small>Office Use Only</small>	
8	A. MOTHER'S MAIDEN NAME →	First	Full Middle Name	Last Name At Her Birth		
	B. MOTHER'S SOCIAL SECURITY NUMBER →	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
9	A. FATHER'S NAME →	First	Full Middle Name	Last		
	B. FATHER'S SOCIAL SECURITY NUMBER →	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
10	Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes", answer questions 11-13.) <input type="checkbox"/> No (If "no", go on to question 14.) <input type="checkbox"/> Don't Know (If "don't know", go on to question 14.)					
11	Enter the Social Security number previously assigned to the person listed in item 1. →	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
12	Enter the name shown on the most recent Social Security card issued for the person listed in item 1. →	First	Middle Name	Last		
13	Enter any different date of birth if used on an earlier application for a card. →	_____ <small>Month, Day, Year</small>				
14	TODAY'S DATE → <small>Month, Day, Year</small>	15	DAYTIME PHONE NUMBER (____) _____ <small>Area Code Number</small>			
16	I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.					
16	YOUR SIGNATURE →	17	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify) _____			

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)					
NPN	DOC	NTI	CAN	ITV	
PBC	EVI	EVA	EVC	PRA	UNIT
EVIDENCE SUBMITTED			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
			DATE _____		
			DCL _____ DATE _____		

U. S. Citizenship and Immigration Services

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Albany

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[Other Immigration-Related Offices Serving This Area](#)

Who Are We?

U.S. Citizenship and Immigration Service (USCIS)

Officer in Charge: Gary Hale

Service Area:

The Albany Sub Office serves the following counties in New York State: Albany, Broome, Chenango, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Herkimer, Madison, Montgomery, Oneida, Otsego, Rensselaer, Saint Lawrence, Saratoga, Schenectady, Schoharie, Tioga, Warren, and Washington.

Where Are We?

Albany Sub Office Location:

Street Address:

Albany Sub Office
1086 Troy-Schenectady Road
Latham, New York 12110

Mailing Address:

Albany Sub Office
1086 Troy-Schenectady Road
Latham, NY 12110

How to Find Us:

Directions:

By Bus:

Please call Capitol District Transportation System at (518) 482-8822.

By Train:

Please call AMTRAK at 1(800) 872-7245 for information.

By Car:

FROM THE EAST or WEST: Take the NY State Thruway I-90 east to Thruway Exit 24 to I-87 North. From I-87 North, Exit 6, take Left onto Rte. 7. Go 2.4 miles; the Immigration office is on the left.

FROM THE NORTH: Take I-87S to Exit 6. From Exit 6, take Right onto Rte. 7. Go 2.4 miles and the Immigration office is on the left.

From 445 Broadway (former location): Proceed South on Broadway to I-787 North; then to I-90 West to Exit 1. Go North to I-87 North. Take Exit 6; go Left onto Rte. 7; go 2.4 miles and the Immigration office is on the left.

[Get Directions, Find Maps on the Internet](#)

Parking:

There is free parking on site.

Accessibility for Individuals with Special Needs:

The office is wheelchair-accessible.



Visiting Our Office:

Public Hours:

The Albany Sub Office is open to the public from 8:00 AM to 3:00 PM Monday through Friday. The office is closed on Saturday and Sunday and on Federal holidays.

Please check the [Field Office Closings](#) page for current information on office hours.

Walk-ins:

To speak with an Immigration Information Officer, you must make an appointment via the Internet at [INFOPASS](#). You must bring the printout of your INFOPASS appointment and a photo ID with you. A number of persons can be served on a walk-in basis. Such visits should be limited to emergencies. Please note that you may have to wait several hours until you see an Immigration Officer.

Paying Fees:

Please note that this office does not accept cash. Fees must be paid by check or money order. Click [here](#) for more information on the payment of immigration fees after March 1, 2003.



Contacting Us

Adoptions:

Call (518) 220-2128

Advance Parole:

See "[Indirect Mail](#)".

Appointments:

See "[Visiting Our Office](#)".

Bonds:

See the U.S. Immigration and Customs Enforcement [website](#).

Business Liaison Office:

See "[Employer-related Immigration Matters](#)," below.

Cashier:

Fees may be paid at the information counter. Please note that this office does not accept cash. Fees must be paid only by check or money order.

Case Status:

See "[Finding the Status of Your Case](#)"

Change of Address:

For Naturalization Applications

Customers with pending applications for naturalization (Form N-400) may report their change of address to the NCSC toll-free at 1 (800) 375-5283 instead of submitting the change in writing. Currently, *only* applications for naturalization may change their address by telephone.

For All Other Applications

Customers may report a change of address for any other application submitted to this office by sending a letter to this office (see [Where Are We](#), Mailing Address, above). Please include in the letter:

- Your name as it appears in the application
- Your 8 or 9 digit A-number
- Your OLD and NEW address
- Clearly mark your letter "ATTENTION: CHANGE OF ADDRESS"

All Applicants: Please read this important information on "[How Do I Report a Change of Address to USCIS?](#)"

Citizenship Ceremonies:

Call (518) 220-2100 and press 2.

Copies:

There is no public copy machine available at the office, but there are local businesses nearby that provide this service for a nominal fee.

Customer Feedback:

We strive to provide quality service to our customers. If we have not lived up to this commitment, we would like to know. If we have met or exceeded your expectations, please let us know that as well. To comment on the services provided at this office, please write to the Officer-in-Charge or the District Director of the Buffalo District Office,

ATTN: Customer Feedback.

If you feel you were mistreated by an Immigration employee, or wish to make a complaint of misconduct by an Immigration employee, you may write to the Officer-in-Charge, the Buffalo District Director, or write directly to the:

Director, Office of Internal Audit
425 Eye Street, NW
Room 3260
Washington, DC 20536

Deferred Inspection:

Designated Civil Surgeons:

For general information on the required medical examination, please see "[Designated Civil Surgeons](#)". Most applicants for adjustment of status are required to have a medical examination. A civil surgeon who has been designated by USCIS must conduct the medical examination. Click [here](#) to find a listing of Designated Civil Surgeons in your area. You may also call the USCIS National Customer Service Center at 1 (800) 375-5283. You will be asked to provide your zip code. Have a pen or pencil ready to write down the list of civil surgeons in your area.

Doctors interested in being registered as a Designated Civil Surgeon in should submit the following to the local District Office:

- A letter to the District Director requesting consideration
- A copy of a current medical license
- A current resume that shows 4 years of professional experience, not including a residency program
- Proof of citizenship
- Two signature cards showing name typed and signature below

Emergency Travel Authorization:

See procedures under "[Local Filing Procedures](#)": "Advance Parole" and "Travel Documents".

Employment Authorization Documents (EAD):

See under "[Indirect Mail](#)".

Employment Opportunities:

To obtain information about employment opportunities with Immigration programs, please search the [USA Jobs Website](#) for current vacancy announcements. This is an Immigration-specific search page on the Office of Personnel Management Website from which users can view agency job announcements.

Employer-related Immigration Matters (USCIS Office of Business Liaison):

Call 1 (800) 357-2099
TDD 1(800) 278-5732

Enforcement Activities:

Enforcement Activities including Detention please see the [U.S. Immigration and Customs Enforcement](#).

Fingerprints:

Once USCIS has scheduled you for fingerprinting, see [Application Support Centers](#) (where fingerprinting can be obtained) for details about hours and locations. Or, call the NCSC toll-free at 1 (800) 375-5283.

Forms:

Call 1 (800) 870-3676 to have forms mailed to you. You may also click [here](#) to download forms or request that they be mailed to you.

Freedom of Information Act (FOIA):

Should be in written form, ATTN: FOIA/PA Officer, with written consent of subject of record, mailed to:

Buffalo District Office
130 Delaware Avenue
Buffalo, NY 14202

Help:

For a list of pro bono representatives who might be able to assist you, click [here](#).

Immigration Court:

For information about a matter in an Immigration Court (administered by the United States Department of Justice, Executive Office for Immigration Review - EOIR), visit their [website](#) or call their electronic information system at 1 (800) 898-7180. This system operates in English and Spanish. You will need your A-Number to get information on your case. This telephonic information system can give you information about your: next hearing date, time and location; elapsed time and status of the clock for asylum cases; Immigration Judge decision information; case appeal information, including appeal due date, brief due date, date forwarded to the BIA, and BIA decision and decision date.

Information:

Call the [National Customer Service Center](#) at 1 (800) 375-5283.

National Customer Service Center:

Call USCIS toll free at 1 (800) 375-5283 for information and help on matters concerning immigration services and benefits.

Naturalization Information:

Call (518) 220-2100 and press 2.

Please visit the [Naturalization Website](#). Included on the site is information on who can be naturalized, what is required, how and where to apply, frequently asked questions, and *A Guide to Naturalization*, which provides an overview of the naturalization process. From that Website, you can access and download Naturalization Forms including [Form N-400, Application for Naturalization](#).

Orphan Petitions:

Call (518) 220-2128

Photographs:

Photographs are **not** available on site.

Personnel Office:

You may contact our Personnel Office at (716) 551-4741, ext. 3500 for information about your employment application with this office.

Press Information Office:

Call (518) 220-2102.

Status of Applications Inquiries:

See under "[Finding the Status of Your Case](#)".

Travel Documents:

See procedures under "[Indirect Mail](#)".

Walk-ins:

See under "[Visiting Our Office](#)".



Local Filing Procedures

"Age Outs":

"Age Out" cases involve the children of principal aliens or U.S. citizens. If these children turn 18 or 21 (depending on the type of benefit sought) before their cases are processed, they will lose the benefit they are seeking. If your case falls within this category, please indicate on your application that it is an "Age Out" case. After filing, if you have not heard from our office six months prior to the applicant's birthday, please contact our Adjudications Unit at (518) 220-2100 and press 2.

Please note: The above statement may no longer apply to your individual case. On August 6, 2002, President Bush signed into law the Child Status Protection Act (CSPA). This law changes the "Age Out" rules in effect prior to signing of the CSPA which were previously defined under the Immigration and Nationality Act (INA). Under the new law, a child will be prevented from "aging out" due to Service processing delays.

Please read guidance [here](#) to see if the "Age Out" policy affects you or your children.

Indirect Mail Items

The following forms submitted to the Albany District Office will be mailed to the National Benefits Center (NBC) in Missouri for receipt, review and processing. These applications include:

- Form I-130 Petition for Alien Relative (when filed in conjunction with the I-485)
- Form I-131 Application for Travel Document (except for extreme emergencies only)
- Form I-360 Petition for Amerasian, Widow(er), or Special Immigrant
- Form I-485 Application to Register Permanent Residence or Adjust Status (including the form I-864 Affidavit of Support and form I-693 Medical Examination)
- I-485 Supplement A
- Form I-601 Application for Waiver of Grounds of Excludability

- Form I-612 Application for Waiver of the Foreign Residence Requirement
- Form I-765 Application for Employment Authorization Document (including renewals). Applications for renewal employment cards must be received 90 days prior to the expiration date to allow sufficient processing time by the NBC. Customers still have the option of filing electronically. See uscis.gov for more information on determining eligibility for E-Filing.

The National Benefits Center will:

- Send a receipt to the applicant within 21 days.
- Review all of the applications.
- Create the immigration file.
- Return the file to the Buffalo District Office for the personal interview.
- Issue employment authorization and advance parole travel documents within 90 days.

Case Status Inquiries

- Applicants will be able to use their receipt number to check the status of their case on line through [Case Status Online](#) or call the National Customer Service Center at 1-800-375-5283.

Where to File Applications

Applications may be dropped off in person or mailed to the following address:

Citizenship and Immigration Services
Albany Sub Office
1086 Troy-Schenectady Road
Latham, NY 12110

[Green Card \(Form I-551\) Renewal](#)

[LIFE Act](#)

Naturalization Procedures (local):

Applications for naturalization (Form N-400, Application for Naturalization) are accepted by mail only at the [Vermont Service Center](#).

Please visit the [Naturalization Website](#). From that Website, you can access and download Naturalization Forms including [Form N-400, Application for Naturalization](#).

Travel Documents:

Certain immigrants and intending immigrants already in the United States may need to obtain a travel document to travel outside the United States. Use Form I-131, Application for Travel Document, to apply for a Re-entry Permit, Advance Parole or a Refugee Travel Document, described below. Call 1 (800) 870-3676 to have forms mailed to you. You may also click [here](#) to download forms or request that they be mailed to you.

Advance Parole:

For certain non-citizens already in the United States wishing and /or needing to travel abroad prior to the final adjudication of a particular immigration petition, advanced permission is needed to ensure that they will be permitted to return to the United States. This permission

may be granted at the discretion of the District Director. This permission should be sought by, but not limited to, asylees, parolees, people with Temporary Protected Status (TPS), and certain intending immigrants with an Adjustment of Status (Form I-485) application filed and pending with USCIS and some others already in the U.S.

Filing Instructions: See "[Indirect Mail](#)".

Re-entry Permit:

Lawful Permanent Residents who wish to remain outside the United States for more than one year, but less than two, require a Re-entry Permit. A Re-entry Permit is also issued to Lawful Permanent Residents who want to travel outside the United States, but cannot get a national passport from their country of birth.

Filing Instructions: To apply for a Re-entry Permit, applicants should file an Form I-131 Application for Travel Document, at the Nebraska Service Center. Detailed filing instructions are on the form.

Refugee Travel Documents:

Another form of travel document is the Refugee Travel Document. It allows people who are or once were refugees or asylees to travel outside the United States.

Filing Instructions: To apply for a Refugee Travel Document, applicants should file Form I-131, Application for Travel Document, at the Nebraska Service Center. Detailed filing instructions are on the form.



Other Immigration-Related Offices Serving This Area

[Vermont Service Center](#) (where most applications are filed)

Application Support Centers (ASCs) (where fingerprinting can be obtained):

Visit the [ASC page](#) or call the National Customer Service Center toll-free at 1 (800) 375-5283.

Satellite Offices:

Rochester, New York
Federal Building
100 State Street, Room 418
Rochester, NY 14614
(716) 263-6731

Open Tuesday 10:00 AM - 4:00 PM
(Closed 12:00 PM - 1:00 PM)
Wednesday 8:00 AM - 1:00 PM

This site provides walk-in information services. You may also pick up application forms. No interviews are scheduled at this site.

Applications that can be filed at this site: I-90 (see below) I-600, I-600A, N-300, N-470, N-565, N-600. Filing fees are accepted only by check or money order. Click [here](#) for more information on the payment of immigration fees after March 1, 2003.

Form I-90: For information on expiring/expired ten-year green cards (Form I-551), please click [HERE](#). These applications must be submitted at an Application Support Center in Syracuse or Buffalo.

All other applications (Form I-90) to replace green cards can be filed at this office.

Public transportation is within walking distance of the office. Please call (716) 272-4801 for more information.

General Directions: From NY State Thruway, I-90, take exit 45, 46, or 47 to downtown Rochester. Take I-490 to Plymouth Street Exit. Take Plymouth Street to Church Street and find parking. Church Street dead ends into State Street.

Syracuse, New York
412 South Warren Street
Syracuse, NY 13202
(315) 478-1227

Open Wednesday 9:00 AM - 4:00 PM
Closed for lunch 12:00 PM - 1:00 PM
Thursday 9:00 AM - 12:00 PM

This site provides walk-in information services. You may also pick up application forms. No interviews are scheduled at this site.

Applications that can be filed at this site: I-90 (see below) I-600, I-600A, N-300, N-470, N-565, N-600. Filing fees are accepted only by check or money order.

Form I-90: For information on expiring/expired ten-year green cards (Form I-551), please click [HERE](#). These applications must be submitted at an Application Support Center in Syracuse or Buffalo.

All other applications (Form I-90) to replace green cards can be filed at this office.

Public transportation within walking distance of the office. Please call (315) 442-3100 for more information.

General Directions: Form NY State Thruway, I-90 to Syracuse, exit for I-81. Take Harrison Street Exit. Follow Harrison Street to Warren Street. Follow Warren Street to 412 South Warren Street.

Photo services are available within walking distance of the office.



LIST OF FREE LEGAL SERVICE PROVIDERS:

International Institute of Buffalo

864 Delaware Avenue
Buffalo, NY 14209
Telephone: (716) 883-1900
(May charge a nominal fee)
(Will represent aliens in asylum cases)
(Will not represent Canadian citizens who do not have family ties in the United States)

International Institute, Capital Region

8 Russell Road
Albany, NY 12206
Telephone: (518) 459-8812
(May charge a nominal fee)
(Will represent aliens in asylum cases)
(Will not represent Canadian citizens who do not have family ties in the U.S.)



Last Modified 08/19/2004

New Drivers: How to Get Your Driver License

The process to apply for a non-commercial driver license in NYS includes the following steps:

- Apply for a learner permit. Pay the application fee and the driver license fee. Pass the vision test and the written test. Receive your permit.
- Practice for your road test.
- Take a driver education course or a DMV-approved pre-licensing course.
- Use your driver education certificate or pre-licensing course certificate to make [an appointment for your road test](#) by phone or on-line.
- Pass your road test and receive your NYS driver license.

You can download [form CCRP-1](#) (Original Driver License). The form includes a summary of the complete process that is explained below. Use form CCRP-1 to make sure that you have the documents and the forms that you need to apply for your driver license.

What You Need to Know to Apply for a Learner Permit:

You must be 16 years of age or older to apply for a learner permit. If you are under the age of 18, your parent or your legal guardian must sign the consent section of your form MV-44 (Driver License Application). Your parent or legal guardian can sign the form before you bring it to a DMV office. Your parent or legal guardian is not required to go to the DMV office with you to sign form MV-44. You do not require consent if you are age 17 and you have form MV-285 (Driver Education Student Certificate of Completion).

Study the New York State Driver's Manual. You can read the [Driver's Manual on-line](#) and take practice quizzes, or you can get a *Driver's Manual* from your [local DMV office](#) or [DMV Call Center](#). Part Two and Part Three of the *Driver's Manual* contain the information you must know to pass the written test to get a learner permit. You are not required to take the written test if you have form MV-285 (Driver Education Student Certificate of Completion).

You must have proof of identity. The proof must have a total value of at least six points and must prove [your date of birth](#). If you do not have 6 points of proof of identity, your parent or your legal guardian can complete [form MV-45](#) at a DMV office and show [proof of identity](#).

You must show your Social Security card. If you are not eligible for a Social Security Number, you must get a letter from the Social Security Administration that indicates that you are not eligible for a Social Security Number. You must show the letter to the DMV.

When You Apply for a Learner Permit:

Complete [form MV-44](#) (Driver License Application). Take the form and your [proofs of identity and date of birth](#) to a [local DMV office](#). Take a vision test at the DMV office, or bring a valid [form MV-619](#) (Eye Test Report) completed by an eye-care professional. If the form MV-619 has a print date of 9/03 or earlier, the form is valid for 6 months after the date of the eye test. If the form has a print date of 3/04 or later, the eye-care professional marks a box on the form to indicate if the form is valid for 6 months or for 12 months after the date of the eye test. Bring cash, a personal check or a credit card to pay the application fee and the driver license fee. See the [driver license fee schedule](#) to determine your fee.

Take the written permit test. An appointment is not required, but you must arrive at the DMV office at least one half hour before the office closing time. The written test for a commercial learner permit (CDL) is given during specific hours. Contact your [local DMV office](#) to determine when the test is given. To pass the test, you must give the correct answers to at least 14 of the 20 multiple-choice questions, which includes the correct answers to at least two of the four questions about road signs.

If you do not pass, you can take the written test again any number of times without a limit. You do not pay additional fees to take the test more than one time. If you do not pass, the DMV recommends that you study the *Driver's Manual* and take the test on another day. If you pass the test, the DMV issues you a learner permit valid for approximately 5 years. The exact expiration date depends on your date of birth and the date that you applied for the permit.

You are not required to take the written test if you have form MV-285 (Driver Education Student Certificate of Completion).

Read the DMV brochure, [Learner Permits and Junior Licenses](#), to learn about the restricted driving privileges for learner permits and junior licenses.

Click here for the brochure:
<http://www.nydmv.state.ny.us/broch/c41.htm>

When You Have Your Permit:

Practice frequently. The DMV recommends that you practice at least 30 hours for your road test. Practice at least 10 hours in medium to high volume traffic. You can practice with a driver who has enough driving experience, but the DMV recommends that you take professional driving lessons. Most new drivers fail their road test because they were not prepared.

Attend a mandatory pre-licensing course or complete a high school or college driver education course. Most commercial driving schools licensed by the DMV offer the DMV-approved pre-licensing course. Look in the telephone directory under "Driving Instruction."

When you complete the course, you receive a pre-licensing course certificate (MV-278). You must provide the certificate number when you schedule your road test. You must also show the certificate to the road test examiner on the day of your road test.

Only students who complete a high school or college driver education course approved by the NYS Education Department (NYSED) receive an MV-285 student certificate. (This certificate was called a "blue card" in the past.) You do not receive an MV-285 if you complete the pre-licensing course. The DMV does not provide a list of approved driver education courses. Contact your school or the NYSED.

Schedule a Road Test. Make an appointment for a road test by phone or [schedule a road test on-line](#). The test date is normally from three to ten weeks after the date that you make the appointment. The time between an appointment and the road test is normally longer in the summer.

Before you take your road test, read the DMV brochure, [Road Test Tips](#).

After your road test, the examiner will inform you of the results. If you did not pass, you can schedule another road test. If you do not pass the second road test, you must pay a \$10 fee to take a maximum of two more road tests.

You can renew a learner permit **if**:

- You passed the written test in the last two years, and
- Your permit expired in the last 30 days.

Because learner permits are normally issued for 5 years, most new drivers never renew their learner permits.

For information regarding a Non-Driver Photo ID Card, visit
<http://www.nydmv.state.ny.us/license.htm#nondriver>

Section 5

ACADEMIC DOCUMENTS

No portfolio would be complete without talking about school performance. Be sure to include:

- ◆ Report Card
- ◆ High School or College Transcripts
- ◆ Honor Roll Certificates
- ◆ GED
- ◆ SAT or PSAT scores



University of the State of New York
State Education Department

Curriculum & Instructional Support

GED Testing Office

Eligibility Requirements

The GED tests can be administered to any person who:

A. has lived in New York State for at least one (1) month prior to the test date **and**

1. is 19 years of age or over on the day of testing;
2. has not graduated from an accredited high school;
3. has not received a high school equivalency certificate or diploma;
4. is not currently enrolled in a regular high school; and
5. has not previously earned scores on the GED tests sufficient to qualify for a high school equivalency certificate or diploma.

Criteria 2 through 5 in Section A apply to ALL testers regardless of age.

The GED test may also be administered to any person who:

B. has lived in New York State for at least one (1) month prior to the test date **and**

1. is 17 or 18 years old on the day of testing; **and**
2. one year has passed since he or she legally reached maximum compulsory school attendance age* and last enrolled in a regular full-time high school program of instruction;
or
3. was a member of a high school class that has already graduated;
or
4. is enrolled in an approved Alternative High School Equivalency Preparation (AHSEP) Program;**
or
5. has applied to the U.S. Armed Forces, college, university or an accredited postsecondary institution;***
or
6. is a participant in a Job Corps program;
or

7. is a resident **confined** to a narcotics addiction control center, Office of Children and Family Services (OCFS) facility, county jail or Department of Correctional Services (DOCS) facility, or is a patient in a hospital in the State of New York;****
or
8. is an adjudicated youth under the direction of a prison, jail, detention center, parole or probation officer.

9. has been home schooled

*A student has reached maximum compulsory school attendance age when the school year in which he or she turned 16 (or such older maximum age as the Board of Education may designate for required school attendance pursuant to Section 3205(3) of the Education Law) has ended (June 30).

An **Approved Alternative High School Equivalency Preparation (AHSEP) Program is one for students under age 19 operated only by a public school district or the local board of education or BOCES in accordance with Part 100.7 of the Commissioner's Regulations and approved on an annual basis by the New York State Education Department.

***Students who test using the eligibility criteria in items 5, 6, 7, 8 or 9 above will receive a transcript of test scores but not a diploma. The candidate may request that an official transcript of scores be sent to the U.S. Armed Forces, college, university or postsecondary institution. (There is a \$4.00 charge for this additional transcript.)

A New York State High School Equivalency diploma will be issued only when the candidate becomes fully eligible at age 19 or can provide eligibility verification in (B-2 or B-3) above.

****For this criterion to apply, testing must take place at the center of confinement, prison or hospital authorized as a GED testing site. Employees of the institution, out-patients, and other persons not confined to the institution **do not** meet this criterion.

NOTE: Persons from foreign countries who are not able to produce documents from their last school attended must submit notarized letters signed by their parents, guardians or sponsors certifying that they have never attended K-12 schools in the United States. In addition to this letter, the foreign-born test candidate must submit a copy of a document bearing the date of arrival in the United States.

The Chief Examiner should keep these documents on-site since they serve as "substitutes" for Attachment B as long as the foreign born test candidates properly bubble in the "one year has passed since you were legally able to leave high school," under Item #7 "Eligibility on the NYS GED Examination

Answer Booklet, page 5.

C. Has lived in New York State for at least one (1) month prior to the test date; **and**

1. is 16 years old on the day of testing; **and**
2. has reached maximum compulsory school attendance age*;
and
3. is enrolled in an approved Alternative High School Equivalency Preparation (AHSEP) program;
or
4. has applied to a college, university or an accredited postsecondary institution.

*A student has reached maximum compulsory school attendance age when the school year in which he or she turned 16 (or such older maximum age as the board of education of the school district may designate for required school attendance pursuant to section 3205 (3) of the Education Law) has ended (June 30).

Candidates who test using the eligibility criteria in item 4 above will receive a transcript of test scores; but not a diploma. A New York State High School Equivalency diploma will be issued only when the candidate becomes fully eligible at age 19 or can provide eligibility verification in B-2 or B-3 above.

Any individual who tests prior to completing the school year in which he or she has reached maximum compulsory school attendance age will be considered ineligible and the test will not be scored.

Every 16, 17, or 18 year old must establish age eligibility every time he or she wishes to test.

To prove that candidates meet the Eligibility Criteria listed above, they must obtain proper proof. Read the information found in the table below to find out what proof may be needed to apply to take the GED test. If candidates need additional documentation to prove eligibility to take the GED test, they must make sure their forms have original signatures. Copies will not be accepted.

Note: Eligibility for GED testing will be determined based on the information

provided on the application and in any required form sent with the application. If any of this information is incorrect, and it is determined that candidates did not meet eligibility requirements on the date that the test session began, their tests will not be scored. Two months must pass from the last testing date before they are eligible to test again. The date on which they may test again is on the bottom of their failing transcript.

*ELIGIBILITY CRITERIA	REQUIRED PROOF
<p>Eligibility will be screened at the time of scheduling, testing and scoring. Anyone unable to demonstrate eligibility will not be scheduled or tested</p> <p>A-1 Verification of identity, residency and age</p> <p>(19 years or over on day of testing)</p>	<p>Driver's license, passport, military, or other forms of government (national or foreign) identification which show name, address, date of birth, signature and photograph are all acceptable</p>
<p>B-1 Verification of identity, residency and age</p> <p>(17 or 18 years old on day of testing)</p>	<p>Driver's license, passport, military, or other forms of government (national or foreign) identification which show name, address, date of birth, signature and photograph are all acceptable</p>
<p>C-1 Verification of identity, residency and age</p> <p>(16 years old on day of testing)</p>	<p>Driver's license, passport, military, or other forms of government (national or foreign) identification which show name, address, date of birth, signature and photograph are all acceptable</p>
<p>B-2 One year has passed since applicant was legally able to leave high school and last enrolled in a regular full time high school program</p> <p>(17 or 18 years old on day of testing)</p>	<p>Verification Form - to be completed by an official of the school district last attended by the applicant (Attachment B)</p>
<p>B-3 Applicant was a member</p>	<p>Verification Form -</p>

<p>of a high school class that has already graduated (17 or 18 years old on day of testing)</p>	<p>to be completed by an official of the school district last attended by the applicant (Attachment B)</p>
<p>B-4 Applicant is enrolled in an approved Alternative High School Equivalency Preparation (AHSEP) Program (17 or 18 years old on day of testing)</p>	<p>Verification Forms - to be completed by an official from an approved AHSEP program (Attachments C & C1)</p>
<p>B-5 Applicant has applied to the U.S. Armed Forces, college, university or an accredited postsecondary institution (17 or 18 years old on day of testing)</p>	<p>Verification Form - to be completed by a recruiting officer or college/university admissions official (Attachment D)</p>
<p>B-6 Applicant is a participant in a Job Corps program (17 or 18 years old on day of testing)</p>	<p>Verification Form - to be completed by a Job Corps official (Attachment D)</p>
<p>B-7 Applicant is a resident confined to a narcotics addiction control center, Office of Children and Family Services (OCFS) facility, county jail or Department of Correctional Services (DOCS) facility, or is a patient in a hospital in the State of New York (17 or 18 years old on day of testing)</p>	<p>Verification Form - to be completed by an official of the facility/institution certifying that the applicant is confined to the facility or institution and the HSE diploma is an essential part of the rehabilitation process (Attachment E)</p>
<p>B-8 Applicant is an adjudicated youth under the direction of a prison, jail, detention center, parole or</p>	<p>Verification Form - be completed by an official from the institution or facility certifying that the applicant is under the</p>

<p>probation officer (17 or 18 years old on day of testing)</p>	<p>direction of the facility or institution and the HSE diploma is an essential part of the rehabilitation process (Attachment E)</p>
<p>B-9 Applicant is at least 17 years old on the day of testing and has been home schooled</p>	<p>Verification Form - to be completed by an official of the school district last attended by the applicant (Attachment B)</p>
<p>C-2 Applicant is in an approved Alternative High School Equivalency Preparation (AHSEP) program (16 years old on day of testing and has reached maximum compulsory school attendance age)</p>	<p>Verification Forms - to be completed by an official from an approved AHSEP program (Attachment C and C1)</p>
<p>C-3 Applicant has applied to a college, university or an accredited postsecondary institution (16 years old on day of testing and has reached maximum compulsory school attendance age)</p>	<p>Verification Form - to be completed by a college/university admissions official (Attachment D)</p>

Updated: 03/003

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 High School Equivalency Programs and GED Testing
 P.O. Box 7348
 Albany, New York 12224-0348
 (518) 474-5906

ATTACHMENT - A

APPLICATION FOR GED TESTING

If any section of this application is incomplete or cannot be read, the application will be returned to the candidate. This will cause a delay in scheduling a test date. **Mail or bring this application to a local test center. Do not send it to the HSE Programs Office in Albany.**

Candidate Information

PLEASE PRINT CLEARLY IN INK

1. Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		2. Preparation Program Name		Preparation Program Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3. Name (Last Name)			First Name		Middle Initial
4. Address (Street/P.O. Box)				Apartment Number	
5. City			State		Zip Code
6. Telephone Number () - Area Code Number		7. Date of Birth Month Day Year		8. Age	
				9. Gender MALE FEMALE ➡ ➡	
10. In which language do you wish to be tested? Check One English French Spanish ➡ ➡ ➡					
11. Name of Last School Attended			Address		City State
Previous Exam Information					
12. Have you previously taken the New York State High School Equivalency/GED Test? ➡ YES ➡ NO			If "YES," complete items 13-17. If "NO," go to item 18.		
13. What name did you use at that examination? _____ Last Name First Name Middle Initial					
14. IDENTIFICATION NUMBER		15. TESTING CENTER		16. DATE	17. FORM(S) OF TEST(S) TAKEN

Requested Test and Location Dates

Select your preferred choice for test center and date(s) for taking the GED test. Make your choice from the list of test centers in the GED Testing Schedule. Print the name of the test center and the date(s) you wish to test on the lines below.

18. TEST CENTER _____ 19. TEST DATE -FIRST CHOICE _____ SECOND CHOICE _____

20. Are you applying for Special Modifications of the procedures for administering the GED tests because of a disabling condition?(If no, go to item 21) ➡ NO		➡ YES		If "YES," and this office has <u>already authorized</u> special test modifications for you, enclose a copy of the authorization letter with your application.	
If "YES," and this office has <u>not already authorized</u> special test arrangements for you, you must enclose with your application a letter specifying what arrangements or modifications are necessary, and documentation (Form L-15 or Form SA-001) to support your need for the special arrangements you are requesting. Please send your application and documentation to the address at the top of this form.					

Eligibility Information

21. Are you 19 years of age or older? If "YES," go to item 23.	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "NO," go to item 22. You must obtain the appropriate documentation and include the appropriate attachment with this application identifying the eligibility criteria you meet. (B-2 – B-8, C-2, C-3)
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Eligibility for persons under the age of 19 only. (Please refer to Eligibility Criteria and Required Proof on page 8).

22. Please use a check mark (☑) to indicate **ONE** eligibility category you meet and attach documentation.

- ☐ B2 One year has passed since you were last legally able to leave high school and enrolled in a full-time high school program of instruction; **or**
- ☐ B3 You were a member of a high school class that has already graduated; **or**
- ☐ B4/C2*You are enrolled in an Approved Alternative High School Equivalency Preparation Program; **or**
- ☐ B5/C3*You have been accepted into the U.S. Armed Forces, or you have been accepted into a college, university or accredited post secondary institution; **or**
- ☐ B6 *You are a member of the Job Corps; **or**
- ☐ B7 *You are incarcerated/institutionalized; **or**
- ☐ B8 *You are an adjudicated youth under the direction of a prison, jail, detention center, parole or probation officer.
- ☐ B9 *You are at least 17 and have been home schooled.

*You must also have reached "maximum compulsory school attendance age." (The school year July 1-June 30 in which you turned 16 has ended)

Permission to Release GED Test Scores

23. ☐ YES ☐ NO Do you give permission to have your test results/scores given to your GED preparation program and/or test center listed on this application?

CANDIDATE SIGNATURE _____ DATE _____

Certification/Affidavit

24. I understand that my eligibility for GED testing will be determined based on the information provided on this application and on any enclosed documentation. If any of this information is incorrect and, based on my prior testing record, it is subsequently determined that I did not meet the eligibility requirements on the date that the test session began, I understand that my test will not be scored. I do hereby certify, subject to the penalty for perjury, that the information given on this form and on any enclosures is true to the best of my knowledge and belief.

CANDIDATE SIGNATURE _____ DATE _____

Permission of Parent/Guardian (if candidate is under 18)

25. By signing below I am verifying that the information on this application is true. In addition, I give permission for my son/daughter (circle one) named _____, to take the GED test and to have his/her (circle one) test results given to the GED preparation program and/or test center listed on this application.

PARENT SIGNATURE _____ DATE _____

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Curriculum & Instructional Support
High School Equivalency Programs & GED Testing Office
P.O. Box 7348
Albany, New York 12224-0348
(518) 474-5906

Application for the New York State High School Equivalency Diploma Based on Earned College Credit

General Information

The New York State High School Equivalency Diploma Based on Earned College Credit is awarded to candidates who have completed 24 credits (or its equivalent) as a recognized candidate for a degree or a certificate at an approved institution. Credit distribution must be in accordance with requirements on page 4. Candidates must also meet residency and age requirements, as described in section 2 below.

A non-refundable \$10.00 processing fee must accompany all applications mailed to the High School Equivalency Programs & GED Testing Office. Candidates who meet all requirements and who have earned the required credits (as certified by the registrar of the institution where the credits were earned) will receive a diploma and an official transcript certifying that they were awarded the New York State High School Equivalency Diploma Based on Earned College Credit.

2. Eligibility Requirements

All candidates for the New York State High School Equivalency diploma must have been a current resident of New York State for at least one month and must **not** have graduated from high school, or have already qualified for a NYS High School Equivalency diploma. In addition, on the day the diploma is awarded, a candidate must be:

(a) 19 years of age or older

or

(b) 17 or 18 years of age and one year has passed since he or she was legally able to leave high school and last enrolled in a regular full-time high school program of instruction or enrolled in a full-time high school program of instruction or was a member of a class that has already graduated. (NOTE: Candidates who are 17 or 18 years of age must attach to their application a verification form (Attachment B) which states when the candidate left school or the date on which the candidate's class graduated. The form must include the signature and title of an appropriate school official. Only original signature will be accepted.

3. How to apply for the New York State High School Equivalency Diploma Based on Earned College Credit

Candidates who meet all the eligibility requirements must follow the steps listed below:

- (a) Complete the application on page 2. If you are 17 or 18 years old, attach the required verification form from the high school you last attended.
- (b) Attach a certified check or money order for \$10.00 to your application. The certified check/money order should be payable to **NY State Education Department**. Do NOT send cash or a personal check.
- (c) Mail the completed application, the verification form (if required), and the fee to:

High School Equivalency Program
P.O. Box 7348
Albany, New York 12224-0348
(518) 474-5906

- (d) Complete the first section of the Credit Certification Form on page 3 and give it to the registrar institution where you earned college credits. The registrar must complete the bottom of the form, certifying that you have earned the required credits, attach a transcript, and mail it to the address on the form.
- (e) Please note that the entire application may be and **preferably** should be sent under one cover. In this case, however, the college transcript must be in a separate envelope sealed by the Registrar.

4. Additional Diplomas and Transcripts

After the diploma has been awarded, additional copies of documents may be obtained by submitting a signed request to the address given above. The request must include the name, date of birth, Social Security number, and signature of the person who received the diploma and the name and address of the person to whom the transcript will be mailed. A non-refundable fee of \$10.00 will be charged for each diploma requested. A non-refundable fee of \$4.00 will be charged for a transcript only. A certified check or money order payable to **NY State Education Department** must be attached to the request. Do **not** send cash or a personal check.

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 Office of Curriculum & Instructional Support
 High School Equivalency Programs & GED Testing Office
 P.O. Box 7348
 Albany, New York 12224-0348
 (518) 474-5906

**APPLICATION FOR THE NEW YORK STATE HIGH SCHOOL EQUIVALENCY
 DIPLOMA BASED ON EARNED COLLEGE CREDIT**

PLEASE PRINT CLEARLY IN INK

1. Name (Last Name)		First Name	Middle Initial	2. Gender																																
				MALE	FEMALE																															
				e	e																															
3. Address (Street/P.O. Box)				Apartment Number																																
4. City		State		Zip Code																																
5. Social Security Number		6. Age	7. Date of Birth		8. Telephone Number																															
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>													<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td colspan="2">Month</td> <td colspan="2">Day</td> <td colspan="6">Year</td> </tr> </table>												Month		Day		Year						()	
Month		Day		Year																																
					Area Code	Number																														
9. Are you 19 years of age or older? e YES e NO																																				
<p>If "NO," you must document your eligibility by attaching to this application the verification form as described in section 2(b) on page 1.</p>																																				
10. Name of institution certifying college credits earned																																				
<p><i>I understand that I will not be awarded a New York State High School Equivalency diploma unless I meet the eligibility requirements described on page 1. I do hereby certify, subject to penalty for perjury, that the information given on this form and on any attachments is true to the best of my knowledge and belief.</i></p>																																				
_____			_____																																	
Signature			Date																																	
_____			_____																																	
Signature of parent/guardian if under 18			Date																																	

Attach a **Certified Bank Check** or a **Money Order** in the amount of \$10.00 made payable to:

THE NYS EDUCATION DEPARTMENT

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 High School Equivalency Programs & GED Testing Office
 Attachment J
 P.O. Box 7348
 Albany, New York 12224-0348
 (518) 474-5906

College Credit Certification Form

Guidelines:

An eligible person may be awarded a New York State High School Equivalency diploma if he/she provides satisfactory evidence that he/she has successfully completed 24 credits or the equivalent as a recognized candidate for a degree or certificate at an approved institution. Some institutions require a person to have a high school diploma in order to be recognized as a candidate for a degree. If the lack of a diploma or its equivalent is the only impediment to a person being **recognized** as a candidate for an approved degree or certificate program, the individual may be considered as a recognized candidate for a degree or certificate for the purpose of completing this form.

Credits for courses taken solely for personal and/or cultural advancement, and not required as part of an approved degree or certificate program, may **not** be used to obtain an equivalency diploma. For example, a student who successfully completes non-degree courses representing 24 or more credits is not eligible for an equivalency diploma. This person become eligible if he/she applies as a degree candidate and the institution is willing to accept 24 or more credits as part of the student's program leading to a degree.

If you meet the requirements for a New York State High School Equivalency diploma based on college credit and have completed and mailed the attached application with the required fee, then complete this section of the College Credit Certification Form and request the registrar of the institution to certify that you have met the college credit requirements for an equivalency diploma. The registrar should complete the bottom section of this form, attach a transcript, and return it to the above address.

PLEASE PRINT OR TYPE

Candidate's Name: Last Name First Name Middle Initial

Social Security Number - -

Date of Birth / /
 Month Day Year

I have read the above guidelines. I hereby certify that the person identified above HAS / HAS NOT (circle one) successfully completed 24 or more credit hours in accordance with credit distribution requirements on page 4 as a recognized candidate for a college-level degree or certificate at this institution.

Name of Institution

Address

City

State

Zip Code

Registrar's Name

Telephone Number

()
 Area Code



Registrar's Signature

Date

Registrar: Please return this form to the above address

**COURSE DISTRIBUTION REQUIREMENTS
FOR EARNING A NEW YORK STATE HIGH SCHOOL EQUIVALENCY DIPLOMA
BASED ON COLLEGE CREDIT**

The following are examples of courses that meet the distribution requirements. Please note that this list is not exhaustive but only includes typical examples.

<p>English Language Arts</p> <p>English composition English Literature Speech Creative Writing</p>	<p>[6 credits]</p>	<p>Mathematics</p> <p>Math Calculus Statistics Business Math Technical Math</p>	<p>[3 credits]</p>
<p>Natural Science</p> <p>Biology Chemistry Physics Earth Science Geology Botany Zoology</p>	<p>[3 credits]</p>	<p>Social Science</p> <p>History Sociology Psychology Economics Political Science Labor Studies</p>	<p>[3 credits]</p>
<p>Humanities</p> <p>Literature Foreign Languages Art history/Art Appreciation Music/Music Appreciation Theatre Philosophy Religion</p>	<p>[3 credits]</p>	<p>College Degree Program Requirements</p>	<p>[6 credits]</p>

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
High School Equivalency Program
P.O. Box 7348
Albany, New York 12224-0348
(518) 474-5906

VERIFICATION OF GED DIPLOMA ISSUED
(Return this form to the above address)

Personal Information

Last Name		First Name		Middle Initial	
Social Security Number			Date of Birth		
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			____/____/____ Month Day Year		

Testing Information

Name at time of Testing (if different from above):		
Last Name		Middle Initial
First Name		
Name of Testing Center		Approximate Date You Tested:
		____/____ Month Year

Do Not Write Below This Line

Results of Verification

<input type="checkbox"/> Failed	<input type="checkbox"/> No Record on File
Test Forms <input type="text"/>	
<input type="checkbox"/> Pass	Diploma <input type="text"/> Date Issued: _____
Contact Person at GED:	
Signature:	

ATTACHMENT H

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 High School Equivalency Programs and GED Testing
 P.O. Box 7348, Albany, New York 12224-0348
 (518) 474-5906

**REQUEST FOR DUPLICATE COPY
 OF NEW YORK STATE HIGH SCHOOL EQUIVALENCY
 DIPLOMA AND/OR TRANSCRIPT OF GED TEST SCORES**

**PLEASE
 STAPLE MONEY ORDER
 OR
 CERTIFIED CHECK HERE**

Please provide the following information to assist us in locating your test record.
 Your signature is **required** in the space provided.
 If you are requesting information on behalf of the candidate,
 please be advised that **the candidate** must also sign the release below.

PLEASE PRINT CLEARLY IN INK

Please check: **DIPLOMA (\$10.00)** **TRANSCRIPT (\$4.00)**

Candidate Information:

Last Name at the Time of Testing		First Name	Middle Initial
Social Security Number [][][] - [][] - [][][][]		Date of Birth Month Day Year	
Center/Place Where You Tested		Year Tested	
Phone Number Where You Can Be Reached: (Monday–Friday, 8 am to 4 pm) () -			

Required Candidate Signature If applicable, I give permission to the individual below to obtain information on my behalf.

If Other Than the Candidate, Signature of Person Requesting Document:

FILE #

Please Send Copy to:

Name of Institution (If Applicable)			
Last Name		First Name	Middle Initial
Street			Apartment No.
City	State	Zip Code	Phone Number ()

NOTE: A **non-refundable processing fee of \$10.00** (diploma with transcript) and **\$4.00** (transcript only) is required for each document requested. The required fee, made payable to **NYSED**, must be in the form of a **certified check** or **money order** ONLY for each request. **NO CASH or PERSONAL CHECKS** will be accepted. The diploma and/or transcript will not be sent until the required fee is submitted to this office.

Please send your request to the above address and allow 6–8 weeks for processing.

(Updated 01/04)

Section 6

SAMPLES OF WORK

Employers and training programs will want an idea of the youth's **SKILLS, STRENGTHS, AND TALENTS**. Samples of work can come from a variety of experiences be sure to draw from community service, volunteer experience, and job shadowing. In this section include:

- ◆ Vocational training certificates youth have earned (e.g. American Red Cross babysitting, first aid or CPR)
- ◆ Photos of youth at work or involved in a vocational activity
- ◆ Sample of writing
- ◆ Excel or PowerPoint Presentations
- ◆ Samples of artwork or poetry

Section 7

AWARDS AND RECOGNITION

This section is for bragging. Include awards, such as:

- ◆ Student of the Month Award
- ◆ Most Improved Student Award
- ◆ Best Team Player Award

Be sure youth are able to talk about how they achieved the award, how it made them feel, and *how this is applicable to the job!*

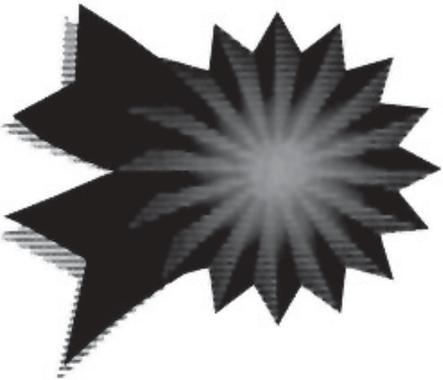
If youth don't have any awards give them some for participation in your program!

Include this information in the 60-Second Infomercial!

Certificate of Excellence

is hereby granted to:

for outstanding performance and lasting contribution on



Granted:

{name, title}

Honor Roll

This certifies that

_____ *has demonstrated superior achievement and*
academic excellence for the _____ *school year.*

Section 8

REFERENCES

If youth are interviewing for a new job, inform them that references are checked prior to getting a job offer. Having good references can be the clincher to getting that new job. Planning ahead to compile a list of references and some letters of recommendations now, help youth be prepared when a prospective employer requests them.

Who should youth ask to provide references? On the average, employers check three references for each candidate, so have youth have at least that many ready to vouch for them. It's important for them know their references, to select the right people, and to get their permission to use them. Youth need responsive people that can confirm that they worked there, their title, their reason for leaving and other details. It's also very important for youth to have a good idea of what they are going to say about their background and job performance. It's perfectly acceptable to use references other than your employer. Business acquaintances, professors/academic advisors, customers, and vendors can all make good references. If youth volunteer consider using leaders or other members of the organization as personal references.

When leaving a position, youth should ask for a letter of recommendation from their manager. As time passes and people move on, it's easy to lose track of previous employers, so with letters in hand, in advance, youth will have written documentation of their credentials to give to prospective employers. If youth haven't done so already, it's never too late to go back and ask for letters from previous employers to include in their personal files.

How do youth ask for a letter of recommendation? Don't have them ask "Could you write a letter of reference for me?" Rather, have them ask "Do you feel you know my work well enough to write me a good recommendation letter?" or "Do you feel you could give me a good reference?" That way, the reference writer has an easy out if they are not comfortable writing a letter and the youth can be assured that those who say "yes" will be enthusiastic about their performance and will write a positive letter.

Section 9

COMMUNITY RESOURCES

All youth must learn about the resources in their community. Record in this section the contact names, addresses, and phone numbers of:

- ◆ Local One-Stop Career Center
- ◆ Community-Based Organizations that offer workforce development programs
- ◆ Child care resources if this is applicable
- ◆ Transportation options
- ◆ Private sector employers youth might want to contact about a job
- ◆ Workforce development programs offered by the local school district (e.g. BOCES, vocational high school, magnet schools)

Included in this section are resources to help youth locate community resources and a handout to document these resources.

My Community Resources

Name & Address of Community Resource	Phone Number	Contact Name
One-Stop Center		
Community-Based Workforce Development Program(s)		
Youth Bureau or City Youth Agency		
Work contact		
Physician/Health Center		
Local School		
Transportation Information/contact		
Child Care		
Police/Ambulance		
Local Department of Social Services		
Emergency Housing		
Electric/Gas Company		
Poison Control		
Other:		

OCFS Regional Offices

<http://www.ocfs.state.ny.us/main/regionaloffices> main.asp

ALBANY REGIONAL OFFICE

155 Washington Avenue, 3rd Floor

Albany, NY 12210

Telephone: **(518) 486-7078**

Fax: (518) 486-7625

Serving the counties of: Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

BUFFALO REGIONAL OFFICE

Ellicott Square Building, Room 838

295 Main Street

Buffalo, NY 14203

Telephone: **(716) 847-3145**

Fax: (716) 847-3742

Serving the counties of: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

NEW YORK CITY REGIONAL OFFICE

80 Maiden Lane, Room 509

New York, NY 10038

Telephone: **(212) 383-1788**

Fax: (212) 383-1811

Serving the 5 Boroughs of New York City

ROCHESTER REGIONAL OFFICE

259 Monroe Avenue, Room 307

Rochester, NY 14607

Telephone: **(585) 238-8201**

Fax: (585) 238-8289

Serving the counties of: Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates

For county Departments of Social Services, click here:
<http://www.ocfs.state.ny.us/main/localdss.asp>

SYRACUSE REGIONAL OFFICE

The Atrium

2 Clinton Square, Suite 350

Syracuse, NY 13202

Telephone: **(315) 423-1200**

Fax: (315) 423-1198

Serving the counties of: Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins

YONKERS REGIONAL OFFICE

525 Nepperhan Avenue, Suite 203

Yonkers, NY 10703

Telephone: **(914) 377-2080**

Fax: (914) 377-2083

Serving the counties of: Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, Westchester

Commission for the Blind and Visually Handicapped

District Office Locations

District 1: Buffalo

Ellicott Square Building

295 Main Street, Room 1000

Buffalo, NY 14203

Telephone: **(716) 847-3516**

TDD: (716) 847-3500

Buffalo Outstation: (716) 773-1252

Serves: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Steuben and Wyoming Counties. VR and ALP only: Monroe, Ontario, and Wayne Counties.

District 3: Syracuse

The Atrium

2 Clinton Square, Suite 105

Syracuse, NY 13202

Telephone: **(315) 423-5417**

TDD: (315) 423-5426

Binghamton Outstation: (607) 721-8292

Utica Outstation: (315) 859-1388

Elmira Outstation: (607) 737-1007

Serves: Broome, Cayuga, Chemung, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Seneca, Schuyler, Tioga, Tompkins, and Yates Counties. Children's Program only: St. Lawrence County, Monroe, Ontario, and Wayne Counties.

District 4: Albany

155 Washington Ave., 3rd Floor

Albany, NY 12210-2329

Telephone: **(518) 473-1675**

TDD: (518) 473-1698

Saranac Lake Outstation: (518) 891-7518

Serves: Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington Counties. VR only: St. Lawrence County.

District 5: White Plains

445 Hamilton Avenue, 5th Floor,
White Plains, NY 10601

Telephone: **(914) 993-5370**

Woodstock Outstation: (845) 679-2310

Serves: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester Counties

District 6: Manhattan

20 Exchange Place, 2nd Floor
New York, New York 10005

Telephone: **(212) 825-5710**

Serves: The Five Boroughs of New York City.

District 7: Hempstead

175 Fulton Avenue, Room 300
Hempstead, NY 11550

Telephone: **(516) 564-4311**

TDD: (516) 564-4325

Serves: Nassau and Suffolk Counties

District 8: Harlem

163 West 125th Street, Room 1315
New York, NY 10027

Telephone: **(212) 961-4440**

TDD: (212) 961-4444

Serves: The Five Boroughs of New York City (elderly services only)

Office of Youth Development Regional Office Listing

ALBANY REGIONAL OFFICE

155 Washington Avenue
3rd Floor
Albany, NY 12210-2329
Phone: (518) 473-5294
Fax: (518) 473-6692

For an online listing of OYD Regional Offices, click here:
http://www.ocfs.state.ny.us/main/Youth/regional_contacts.asp

Steve Conti, Regional Youth Development Coordinator
Phone: (518) 486-6408
Email: Steve.Conti@dfa.state.ny.us

Serving the counties of: Albany, Dutchess, Montgomery, Orange, Sullivan, Ulster

Matt Beck, Youth Development Specialist
Phone: (518) 473-2543
Email: Matt.Beck@dfa.state.ny.us

Serving the counties of: Columbia, Delaware, Fulton, Greene, Saratoga, Schenectady, Schoharie, Warren, Washington

Sharon Tasker-Dalton, Youth Development Specialist
Phone: (518) 473-8866 Email: Sharon.Tasker-Dalton@dfa.state.ny.us

Serving the counties of: Clinton, Essex, Franklin, Hamilton, Rensselaer, Otsego

BUFFALO REGIONAL OFFICE

545 Ellicott Square
295 Main Street
Buffalo, NY 14203
Phone: (716) 847-3323
Fax: (716) 847-3692

Joseph Proietti, Youth Development Specialist
Phone: (716) 847-3860
Email: Joseph.Proietti@dfa.state.ny.us

Serving the counties of: Genesee, Orleans, Cattaraugus, Allegany, Wyoming

Christine Garmon-Salaam, Youth Development Specialist
Phone: (716) 847-3331

Email: Christine.Garmon-Salaam@dfa.state.ny.us

Serving the county of: Erie, Chautauqua, Niagara

NEW YORK CITY REGIONAL OFFICE

80 Maiden Lane

Room 506A

New York, NY 10038

Phone: (212) 383-4703

Fax: (212) 383-4707

Madre Spicer, Regional Youth Development Coordinator

Phone: (212) 383-4703

Email: Madre.Spicer@dfa.state.ny.us

Liaison to NYC Department of Youth & Community Development.

Raymond Moore, Youth Development Specialist

Phone: (212) 383-4704

Email: Raymond.Moore@dfa.state.ny.us

Serving the counties of: Bronx, Manhattan, Richmond

Gail Branch-Muhammad, Youth Development Specialist

Phone: (212) 383-4705

Email: Gail.Branch-Muhammad@dfa.state.ny.us

Serving the counties of: Kings, Queens

ROCHESTER REGIONAL OFFICE

Binghamton State Office Building

44 Hawley Street, Room 604

Binghamton, NY 13901

Phone: (607) 721-8169

Fax: (607) 721-8459

Charles Root, Regional Youth Development Coordinator

Phone: (607) 721-8169

Email: Charles2.Root@dfa.state.ny.us

Serving the counties of: Chemung, Livingston, Monroe, Ontario, Seneca, Schuyler, Steuben, Wayne, Yates

SYRACUSE REGIONAL OFFICE

The Atrium, Suite 105

2 Clinton Square

Syracuse, NY 13202-1034

Phone: (315) 423-5486

Fax: (315) 423-5499

Denise Dyer, Regional Youth Development Coordinator

Phone: (315) 423-5432

Email: Denise.Dyer@dfa.state.ny.us

Serving the counties of: Broome, Chenango, Jefferson, Oneida, Oswego, Onondaga, Tompkins

Terry Chylinski, Youth Development Specialist

Phone: (315) 423-5491

Email: Terry.Chylinski@dfa.state.ny.us

Serving the counties of: Cayuga, Cortland, Madison, Herkimer, Lewis, St. Lawrence, Tioga

YONKERS REGIONAL OFFICE

50 Clinton Street, Suite 210

Hempstead, NY 11550

Phone: (516) 564-4430

Fax: (516) 564-4453

Joseph Marano, Regional Youth Development Coordinator

Phone: (516) 564-4445

Email: Joe.Marano@dfa.state.ny.us

Serving the counties of: Westchester, Nassau, Suffolk, Putnam, Rockland

Steve Conti, Regional Youth Development Coordinator Phone: (518) 486-6408

Email: Steve.Conti@dfa.state.ny.us

Serving the counties of: Albany, Dutchess, Montgomery, Orange, Sullivan, Ulster

Association of NYS Youth Bureaus

The Cornerstone of New York's Youth Development!

Visit the Association of New York State Youth Bureaus online at
<http://www.anysyb.com>



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Albany County

Albany County Youth Bureau

Edward Roche, Executive Director
112 State Street
Room 1010
Albany, NY 12207
Phone: (518) 447-7700
Fax: (518) 447-5686
eroche@albanycounty.com

Albany City Youth Bureau

Sheri Townsend, Commissioner
125 Central Avenue
Albany, NY 12206
Phone: (518) 434-5723
Fax: (518) 434-5760

Cohoes City Youth Bureau

Stephen Amyot, Executive Director
City Hall
Cohoes, NY 12047
Phone: (518) 233-2116
Fax: (518) 237-0072

Colonie Town Youth Bureau

Dennis McLaughlin, Executive Director
1653 Central Avenue
Albany, NY 12205
Phone: (518) 456-2135
Fax: (518) 456-8564
mgliden@nycap.rr.com

Allegany County

Allegany County Youth Bureau

Deborah Aumick, Director
5435C County Road 48
Belmont, NY 14813
Phone: (716) 268-5394
Fax: (716) 268-5002

Broome County

Broome County Youth Bureau

Ann VanSavage, Executive Director
36-42 Main Street
Binghamton, NY 13905
Phone: (607) 778-2415
Fax: (607) 778-3788
avansavage@co.broome.ny.us

Cattaraugus County

Cattaraugus County Youth Bureau

Anthony Evans, Executive Director
100 Main Street, Suite 1
Salamanca, NY 14779
Phone: (716) 945-5392
Fax: (716) 945-1296
anthev@sal.cattco.org

Olean City Youth Bureau

Casimir Konieczka, Executive Director
Municipal Building
Olean, NY 14760
Phone: (716) 376-5646
Fax: (716) 376-5659
ckonieczka@cityofolean.org

Salamanca City Youth Bureau

Julie Zoccali-John, Executive Director
36 South Avenue
Salamanca, NY 14779
Phone: (716) 945-1311
Fax: (716) 945-1311

Cayuga County

Cayuga County Youth Bureau

Lloyd Hoskins, Executive Director
Cayuga County Courthouse
Auburn, NY 13021
Phone: (315) 253-1402
Fax: (315) 253-1544
ybureau@co.cayuga.ny.us

Chautauqua County

Chautauqua County Youth Bureau

Donald Reinhoudt, Executive Director
Gerace Building
Mayville, NY 14757
Phone: (716) 753-4496
Fax: (716) 753-4722
reinhoud@co.chautauqua.ny.us

Dunkirk City Youth Bureau

Robert Patterson, Executive Director
City Hall

Dunkirk, NY 14048
Phone: (716) 366-9888
Fax: (716) 363-0058

Jamestown City Youth Bureau

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Chemung County

Chemung County Youth Bureau

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Horseheads Town Youth Bureau

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Chenango County

Chenango County Youth Bureau

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Norwich City Youth Bureau

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Clinton County

Clinton County Youth Bureau

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Columbia County

Columbia County Youth Bureau

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Hudson City Youth Bureau

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Cortland County

Cortland County Youth Bureau

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Cortland City Youth Bureau

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Dutchess County

Dutchess County Youth Bureau

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Erie County

Erie County Department of Youth Services

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Amherst Town Youth Board

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Buffalo Division for Youth

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Cheektowaga Town Youth Bureau

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Hamburg Town Youth Bureau

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Lackawanna City Youth Bureau

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Lancaster Town Youth Bureau

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Orchard Park Town Youth Bureau

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Tonawanda City Youth Bureau

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West Seneca Town Youth Bureau

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Essex County

Essex County Youth Bureau

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Essex County Government Center
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Franklin County

Franklin County Youth Bureau

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Fulton County

Fulton County Youth Bureau

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Fax: (518) 762-0224

Genesee-Orleans County

Batavia City Youth Bureau

Patricia Dieck, Executive Director
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Genesee County Youth Bureau

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Orleans County Youth Bureau

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Greene County

Greene County Youth Bureau

Therese McGee Ward, Executive Director
910 County Office Building
Cairo, NY 12413
Phone: (518) 622-3450
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grcoyb.francomm.com

Hamilton County

Hamilton County Youth Board/Community Services

Robert Kleppang, Chairman
83 White Birch Lane
Indian Lake, NY 12842
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Fax: (518) 648-6437
kleppang@capital.net

Herkimer County

Herkimer County Youth Bureau

Gina Giacobelli, Executive Director
Suite 1110
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Herkimer, NY 13350-2917
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Jefferson County

Jefferson County Youth Bureau

Virginia Harrington, Executive Director
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Hamilton County Youth Board/Community Service

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Livingston County

Livingston County Youth Bureau

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Herkimer County

Herkimer County Youth Bureau

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Madison County Youth Bureau

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Jefferson County Youth Bureau

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Rochester/Monroe County Youth Bureau

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Nassau County Youth Board

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Oyster Bay Department of Community and Youth

Bruce Foley, Commissioner
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Niagara County Youth Bureau

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Lockport City Youth Bureau

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Niagara Falls Youth Bureau

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North Tonawanda City Youth Bureau

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Oneida County

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Rensselaer City Youth Bureau

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Rockland County

Rockland County Youth Bureau

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St. Lawrence County

St. Lawrence County Youth Bureau

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Saratoga County Youth Bureau

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Schenectady County

Schenectady County Youth Bureau

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Schoharie County

Schoharie County Youth Bureau

Schoharie County Youth Bureau
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Seneca County Youth Bureau

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Ulster County Youth Bureau

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Westchester County Youth Bureau

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New Rochelle City Youth Bureau

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Wyoming County

Wyoming County Youth Bureau

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Yates County

Yates County Youth Bureau

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New York City Department of Youth and Community Development

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Questions about the Association of NYS Youth Bureaus?

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Updated 1/14/05

Albany County

(Capital Region - Albany/Schenectady/Rensselaer - Local Workforce Investment Center)



Career Central (FULL SERVICE)

175 Central Avenue
Albany, NY 12206

Contact: Doug Lansing
Phone: (518) 462-7600 X16
Fax: (518) 447-5967

E-Mail: dougl@capreg.org

Website: www.capreg.org

Hours: M-F: 8:30 a.m. - 5:00 p.m.

Parking: Street

Public Transit Access: Bus

[Directions](#)

Allegany County

(Cattaraugus/Allegany Local Area)



Allegany County Employment and Training Center (FULL SERVICE)

7 Wells Lane
Belmont, NY 14813

Contact: Jerry Garmong
Phone: (585) 268-9237

Fax: (585) 268-9237
E-Mail: garmonjl@alleganyco.com
Website: www.alleganyco.com
Hours: M-F: 8:00 a.m. - 4:00 p.m.
Parking: Lot and Street
Public Transit Access: Bus
[Directions](#)



Bronx

(New York City Local Workforce Investment Area)

NYC Workforce1 Career Center
358 East 149th Street, 2nd Fl.
Bronx, NY 10455
Contact: Janet Clemetson
E-Mail: jclemets@doe.ny.gov
Phone: (718) 960-7099
Hours: M-F: 8:30 a.m. - 5:00 p.m.



(FULL SERVICE)

Brooklyn

(New York City Local Workforce Investment Area)

Brooklyn Workforce1 Career Center
9 Bond Street, 5th Floor
Brooklyn, NY 11201
Contact: Leonard Battle
E-Mail: lbattle@goodwillny.org
Phone: (718) 246-5219



(FULL SERVICE)

Broome County

(Broome/Tioga Local Area)

Broome Employment Center
Office of Employment and Training
171 Front Street
Binghamton, NY 13905
Contact: Sue DiBenedetto
Phone: (607) 778-6526
Fax: (607) 778-6442
E-Mail: sdibenedetto@co.broome.ny.us
Website: www.broometiogaworks.com
Hours: M-T-Th: 8:00 a.m. - 5:00 p.m.; W: 8:00 a.m. - 7:00 p.m.; F: 8:00 a.m. - 5:00 p.m.



(FULL SERVICE)

Parking: In rear of building
Public Transit Access: Bus
[Directions](#)



New York State Employment Center
2001 Perimeter Road East, Suite 3
Endicott, NY 13760
Contact: John Rossi
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Fax: (607) 741-4560
E-Mail: usajnr@labor.state.ny.us
Website: www.broometiogaworks.com
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)



Cattaraugus
(Cattaraugus/Allegany Local Area)



Cattaraugus One Stop
175 North Union Street
Olean, NY 14760
Contact: Michelle Hoffman
Phone: (716) 373-1880
Fax: (716) 375-2895
E-Mail: michho@onestop.cattco.org
Website: www.co.cattaraugus.ny.us/onestop/index.asp?did=11
Hours: M-F: 8:30 a.m. - 4:30 p.m.
Parking: Lot and Street
Public Transit Access: Bus
[Directions](#)



Cayuga County
(Cayuga/Cortland Local Workforce Investment Area)



Cayuga Works Career Center
199 Franklin Street
Auburn, NY 13021
Contact: Ted Herrling

Phone: (315) 253-1590
Fax: (315) 253-1135
E-Mail: herrling@co.cayuga.ny.us
Website: www.workforcenewyork.org/cayugaworks
Hours: M-F: 8:30 a.m. - 5:30 p.m.
Public Transit Access: Bus

Chautauqua County

(Chautauqua Local Workforce Investment Area)



NYS DOL (FULL SERVICE)

200 Lake Shore Drive West
Dunkirk, NY 14048
Contact: Rebecca Ruiz
Phone: (716) 366-0130
Fax: (716) 366-0502
E-Mail: rruiz@chautauquaworks.com
Website: www.chautauquaworks.com
Hours: M-F: 8:30 a.m. - 4:30 p.m.
Parking: Lot and Street
Public Transit Access: Bus
[Directions](#)



Jamestown One-Stop (FULL SERVICE)

23 E. 3rd Street
Jamestown, NY 14701
Contact: Rebecca Ruiz
Phone: (716) 661-9553
Fax: (716) 664-9184
E-Mail: rruiz@chautauquaworks.com
Website: www.chautauquaworks.com
Hours: M-F: 8:30 a.m. - 4:30 p.m.
Parking: Lot and Street
Public Transit Access: Bus
[Directions](#)



Chemung County

(Chemung/Schuyler/Steuben Local Workforce Investment Area)



Chemung/Schuyler/Steuben Workforce Development (FULL SERVICE)
200 Baldwin Street
Elmira, NY 14901
Contact: Ron Gaeta

Phone: (607) 733-7131
Fax: (607) 737-8973
E-Mail uscrg1@labor.state.ny.us
Website: <http://www.workforce2.org/>
Hours: M-F 8:30 a.m. - 4:00 p.m.
Orientation: M-Th at 1:30 p.m.
[Directions](#)



Chenango County

(Chenango/Delaware/Otsego Local Workforce Investment Area)



CDO Workforce (FULL SERVICE)
One O'Hara Drive
Norwich, NY 13815
Contact: Gary Waffle
Phone: (607) 334-2201 X128
Fax: (607) 334-6540
E-Mail: gwaffle_oet@adelphia.net
Website: www.cdoworkforce.org
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Street
[Directions](#)



Clinton County

(Clinton/Essex/Franklin/Hamilton Local Workforce Investment Area)



OneWorkSource (FULL SERVICE)
194 US Oval
Plattsburgh, NY 12903
Contact: John Masella
Phone: (518) 561-0430
Fax: (518) 561-9566
E-Mail: john.masella@labor.state.ny.us
Website: www.oneworksource.com
Hours: M-F: 8:00 a.m. - 5:00 p.m., Th: until 7:00 p.m.
Parking: Lot



Columbia County

Website: www.cdoworkforce.org
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Street, Lot parking

CDO Workforce (AFFILIATE SITE)
Sidney Civic Center
Sidney, NY 13838
Contact: Maggie Gilbert
Phone: (800) 638-6136
Fax: (607) 563-9612
E-Mail: deloet@stny.rr.com
Website: www.cdoworkforce.org
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Street, Lot parking

Dutchess County

(Dutchess Local Workforce Investment Area)



Dutchess WORKS (FULL SERVICE)
235 Main Street
Poughkeepsie, NY 12601
Contact: Frederick R. Fister
Phone: (845) 485-2660 X3002
Fax: (845) 471-9789
E-Mail: ffister@dutchessworks.org
Website: www.dutchessworks.com
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Street
Public Transit Access: Bus
[Directions](#)



Erie County

(Erie Local Workforce Investment Area)



Buffalo Employment and Training Center (FULL SERVICE)
77 Goodell Street
Buffalo, NY 14203
Contact: Colleen Cummings
Phone: (716) 856-5627
Fax: (716) 856-5670
E-Mail: c.cummings@wdcinc.org
Website: www.workforcebuffalo.org
Hours: M-W-Th-F: 8:30 a.m. - 4:30 p.m., T: 8:30 a.m. - 8:00 p.m.
Parking: Lot

Public Transit Access: Bus, Subway

[Directions](#)



Erie Community College One-Stop Center (FULL SERVICE)

3176 Abbott Road

Orchard Park, NY 14127

Contact: Kathy Erickson

Phone: (716) 825-2525

Fax: (716) 825-7583

E-Mail: erickson@ecc.edu

Website: www.econestop.org

Hours: M-W-Th-F: 8:30 a.m. - 4:30 p.m., T: 8:30 a.m. - 8:00 p.m.

Parking: Lot adjacent to Building

Public Transit Access: Bus

[Directions](#)



Essex County

(Clinton/Essex/Franklin/Hamilton Local Workforce Investment Area)



Elizabethtown One Work Source Center (FULL SERVICE)

103 Hand Avenue, Suite 1

P.O. Box 607

Elizabethtown, NY 12932

Contact: Ellen Gordon

Phone: (518) 873-2341

Fax: (518) 873-2392

E-Mail: careersupervisor@westelcom.com

Website: www.oneworksource.com

Hours: M-Th: 8:30 a.m. - 4:00 p.m., F: 9:00 a.m. - 3:30 p.m.

Parking: Street

[Directions](#)



Franklin County

(Clinton/Essex/Franklin/Hamilton Local Workforce Investment Area)



Malone One Work Source Center (FULL SERVICE)

158 Finney Boulevard & Woodward Street

Malone, NY 12953

Contact: Mary Beth McKee

Phone: (518) 481-5755 X3033

Fax: (518) 483-0740
E-Mail: mbm@mail.fehb.org
Website: www.oneworksource.com
Hours: M: 8:00 a.m. - 7:00 p.m., T-W-Th: 8:00 a.m. - 4:00 p.m.,
F: 8:00 a.m. - 4:00 p.m. (Summer), 8:00 a.m. - 5:00 p.m. (end of summer)
Parking: Lot
[Directions](#)



Fulton County

(Fulton/Montgomery/Schoharie Local Workforce Investment Area)

Gloversville Workforce Solutions  (FULL SERVICE)
199 South Main Street
Gloversville, NY 12078
Contact: Robert Hoefs
Phone: (518) 725-6473 X3032
Fax: (518) 773-4209
E-Mail: robert.hoefs@labor.state.ny.us
Website: <http://www.fmsworkforcesolutions.org>
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)



Genesee County

(GLOW - Genesee/Livingston/Orleans/Wyoming Local Workforce Investment Area)

Genesee County Career Center  (FULL SERVICE)
587 East Main Street, Suite 100
Easttown Plaza
Batavia, NY 14020
Contact: Scott Gage
Phone: (585) 344-2042
Fax: (585) 344-3266
E-Mail: sgage@co.genesee.ny.us
Website: <http://www.co.genesee.ny.us/dpt/jobdevelopment>
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)



Greene County

(Columbia/Greene Local Workforce Investment Area)

Please see [Columbia County](#)

Hamilton County

(Clinton/Essex/Franklin/Hamilton Local Workforce Investment Area)

Please see [Essex County](#) or [Franklin County](#)

Hempstead/Long Beach (Nassau County)

(Town of Hempstead/City of Long Beach Local Workforce Investment Area)



HempsteadWorks Career Center (FULL SERVICE)
Hempstead Executive Plaza
50 Clinton Street, Suite 400
Hempstead, NY 11550
Contact: Joanne Lukas Von Stein
Phone: (516) 485-5000
Fax: (516) 485-5009
E-Mail: jlukas@hempsteadworks.com
Website: www.hempsteadworks.com
Hours: M-F: 9:00 a.m. - 4:45 p.m.
Parking: Lot
Public Transit Access: Bus, Train
[Directions](#)



Herkimer County

(Herkimer/Madison/Oneida Local Workforce Investment Area)



Working Solutions One-Stop Career Center (FULL SERVICE)
320 N. Prospect Street
Herkimer, New York 13350
Contact: Steve Billings
Phone: (315) 867-1400
E-Mail: sbillings@herkimercounty.org



Jefferson County

(Jefferson/Lewis Local Workforce Investment Area)



The WorkPlace (FULL SERVICE)

1222 Coffeen Street
Watertown, NY 13601

Contact: Cheryl Clark

Phone: (315)782-9252

Fax: (315) 782-2073

E-Mail: c.clark@sunyjefferson.edu

Website: www.jefflewisworkforce.com

Hours: M-F: 8:30 a.m. - 4:30 p.m.

Parking: Lot

Public Transit Access: Bus

[Directions](#)



Kings County (Brooklyn)

(New York City Local Workforce Investment Area)

Please see [Brooklyn](#)

Lewis County

(Jefferson/Lewis Local Workforce Investment Area)

The Workplace (FULL SERVICE)

Stowe Street

P.O. Box 406

Lowville, NY 13367

Contact: Marsha Samsa

Phone: (315) 376-5726

Fax: (315) 376-5328

E-Mail: 23a027@dfa.state.ny.us

Website: www.jefflewisworkforce.com

Hours: M-F: 8:30 a.m. - 4:30 p.m.

Livingston County

(GLOW - Genesee/Livingston/Orleans/Wyoming Local Workforce Investment Area)

Please see [Genesee County](#) or [Orleans County](#)

Madison County

(Herkimer/Madison/Oneida Local Workforce Investment Area)



Working Solutions One-Stop Career Center (FULL SERVICE)
1286 Upper Lenox Avenue

Phone: (585) 266-7760
Fax: (585) 266-7041
E-Mail: usarjw@labor.state.ny.us
Hours: M-F: 8:30 a.m. - 4:30 p.m.



Montgomery

(Fulton/Montgomery/Schoharie Local Workforce Investment Area)

Amsterdam Workforce Solutions  (FULL SERVICE)
2620 Riverfront Center
Amsterdam, NY 12010
Contact: Robert Hoefs
Phone: (518) 842-2240
Fax: (518) 842-3802
E-Mail: robert.hoefs@labor.state.ny.us
Website: www.fmsworkforcesolutions.org
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)



Nassau County

Please see [Hempstead/Long Beach](#) or [Oyster Bay/North Hempstead/Glen C](#)

New York County (Also see [Bronx](#), [Brooklyn](#) & [Queens](#))

(New York City Local Workforce Investment Area)

NYC Workforce1 Career Center  (FULL SERVICE)
215 West 125th Street, 6th Floor
New York, NY 10027
Contact: Henrietta Lyle
Phone: 917-493-7000
E-Mail: hlyle@doe.nyc.gov
Hours: M-F: 8:30 a.m. - 5:00 p.m.

Niagara County

(Niagara Local Workforce Investment Area)

Phone: (585) 266-7760
Fax: (585) 266-7041
E-Mail: usarjw@labor.state.ny.us
Hours: M-F: 8:30 a.m. - 4:30 p.m.



Montgomery

(Fulton/Montgomery/Schoharie Local Workforce Investment Area)

Amsterdam Workforce Solutions  (FULL SERVICE)
2620 Riverfront Center
Amsterdam, NY 12010
Contact: Robert Hoefs
Phone: (518) 842-2240
Fax: (518) 842-3802
E-Mail: robert.hoefs@labor.state.ny.us
Website: www.fmsworkforcesolutions.org
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)



Nassau County

Please see [Hempstead/Long Beach](#) or [Oyster Bay/North Hempstead/Glen C](#)

New York County (Also see [Bronx](#), [Brooklyn](#) & [Queens](#))

(New York City Local Workforce Investment Area)

NYC Workforce1 Career Center  (FULL SERVICE)
215 West 125th Street, 6th Floor
New York, NY 10027
Contact: Henrietta Lyle
Phone: 917-493-7000
E-Mail: hlyle@doe.nyc.gov
Hours: M-F: 8:30 a.m. - 5:00 p.m.

Niagara County

(Niagara Local Workforce Investment Area)



Trott ACCESS Center (FULL SERVICE)
Niagara County Employment and Training
1001 Eleventh Street
Niagara Falls, NY 14301
Contact: Paul Parise
Phone: (716) 278-8108 or (716) 278-8281
Fax: (716) 278-8158
E-Mail: paul.parise@niagaracounty.com
Hours: M-F: 8:30 a.m. - 4:30 p.m.
Parking: Lot and Street
Public Transit Access: Bus
[Directions](#)



Oneida County

(Herkimer/Madison/Oneida Local Workforce Investment Area)



Working Solutions One Stop Center (FULL SERVICE)
New York State Office Building, 2nd Floor
207 Genesee Street
Utica, NY 13501
Contact: Cynthia Garrett
Phone: (315) 793-2251
Fax: (315) 793-2216 (employer services)
Fax: (315) 793-2509 (customer services)
E-Mail: cynthia.garrett@labor.state.ny.us
Website: www.working-solutions.org
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Street
Public Transit Access: Bus
[Directions](#)



Working Solutions One-Stop Center (FULL SERVICE)
252 West Dominick Street
Rome, NY 13440
Contact: Terry Humphries
Phone: (315) 339-0046 X233
Fax: (315) 339-7349
E-Mail: terryh@workingsolutionsrome.org
Hours: M-F: 8:30 a.m. - 4:30 p.m.
Parking: Street
Public Transit Access: Bus
[Directions](#)



Onondaga County

(Onondaga Local Workforce Investment Area)



CNY Works (FULL SERVICE)

443 North Franklin Street

Syracuse, NY 13204

Contact: Manny Martinez

Phone: (315) 473-8250

Fax: (315) 472-9492

E-Mail mmartinez@cnyworks.com

Website: www.cnyworks.com

Hours: M-F 8:30 a.m. - 4:30 p.m.

[Directions](#)



Ontario County

(Finger Lakes - Ontario/Wayne/Seneca/Yates Local Workforce Investment Area)



Finger Lakes Works - Geneva (FULL SERVICE)

70 Elizabeth Blackwell Street

P.O. Box 1186

Geneva, NY 14456

Contact: Patricia O'Reilly

Phone: (315) 789-1771

Fax: (315) 781-2289

E-Mail: usaplo@labor.state.ny.us

Website: www.fingerlakesworks.com/

Hours: M-F: 8:30 a.m. - 4:30 p.m.

Parking: Lot

Public Transit Access: Bus

[Directions](#)



Finger Lakes Works - Ontario (FULL SERVICE)

3010 County Complex Drive

Canandaigua, NY 14424

Contact: Brian Young

Phone: (585) 396-4020

E-Mail: brian.young@co.ontario.ny.us

Website: www.fingerlakesworks.com/

Hours: M-W-F: 8:00 a.m. - 5:00 p.m., T-Th: 8:00 a.m. - 7:30 p.m.

[Directions](#)

Orange County

(Orange Local Workforce Investment Area)



Orange Works Career Center **(FULL SERVICE)**
The Maple Building
3 Washington Center, 4th Floor
Newburgh, NY 12550
Contact: Marie Blair
Phone: (845) 568-5090 or (845) 568-5377
Fax: (845) 568-5381
E-Mail: mblair@co.orange.ny.us
Website: www.co.orange.ny.us/?orgid=36&storyTypeID=&sid=&
Alternate Website: www.orangeworks.biz
Hours: M-F: 8:30 a.m. - 4:30 p.m.
Parking: Metered Street
Public Transit Access: Bus
[Directions](#)



Orange Works Career Center **(FULL SERVICE)**
33 Fulton Plaza, 2nd Floor
Middletown, NY 10940
Contact: Marie Blair
Phone: (845) 346-1100
Fax: (845) 346-1107
E-Mail: mblair@co.orange.ny.us
Website: www.co.orange.ny.us/?orgid=36&storyTypeID=&sid=&
Alternate Website: www.orangeworks.biz
Hours: M-F: 8:30 a.m. - 4:30 p.m.
Parking: Lot (limited), Street
Public Transit Access: Bus
[Directions](#)



Orange Works Career Center **(AFFILIATE SITE)**
150 Pike Street, 1st Floor
Port Jervis, NY 12771
Contact: Marie Blair
Phone: (845) 858-1464
Fax: (845) 858-1467
E-Mail: mblair@co.orange.ny.us
Website: www.co.orange.ny.us/?orgid=36&storyTypeID=&sid=&
Alternate Website: www.orangeworks.biz
Hours: M-Th-F: 9:00 a.m. - 11:30 a.m. and 1:30 p.m. - 4:30 p.m.
Parking: Street

Public Transit Access: Bus
[Directions](#)



Orleans County

(GLOW - Genesee/Livingston/Orleans/Wyoming Workforce Investment Area)



Orleans Center for Workforce Development
458 West Avenue
Albion, NY 14411
Contact: James Hancock
Phone: (585) 589-5335
Fax: (585) 589-2715
E-Mail: hancock@rochester.rr.com
Hours: M-F: 8:30 am - 5:00 pm
Parking: Lot in front of building
Public Transit Access: None
[Directions](#) **(FULL SERVICE)**



Oswego County

(Oswego Local Workforce Investment Area)



Career Connection **(FULL SERVICE)**
200 North Second Street
Fulton, NY 13069
Contact: Judy McManus
Phone: (315) 591-9059
Fax: (315) 591-9009
E-Mail: jmcmanus@oswegocounty.com
Hours: M-T-W-F: 8:30 a.m. - 4:30 p.m., Th: 8:30 a.m. - 7:00 p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)



Career Connection **(FULL SERVICE)**
100 Spring Street
Mexico, NY 13114
Contact: Louise Scheuerman
Phone: (315) 963-5050
Fax: (315) 963-5538
E-Mail: louises@oswegocounty.com

Hours: M: 8:30 a.m. - 7:00 p.m., T-F: 8:30 a.m. - 4:00 p.m.

Parking: Lot

Public Transit Access: Bus

[Directions](#)

Department of Labor (AFFILIATE SITE)

73 West Second Street

Oswego, NY 13126

Contact: Colleen McBride

Phone: (315) 342-3905

Fax: (315) 342-5415

E-Mail: usbcmg@labor.state.ny.us

Hours: M-T-Th-F: 8:30 a.m. - 5:00 p.m., W: 8:30 a.m. - 6:00 p.m.

Parking: Lot

Public Transit Access: Bus Line 2 blocks from Office

[Directions](#)



Otsego County

(Chenango/Delaware/Otsego Local Workforce Investment Area)



CDO Workforce (FULL SERVICE)

12 Deitz Street

Oneonta, NY 13820

Contact: Steve Geer

Phone: (607) 334-2201 X106

Fax: (607) 432-8130

E-mail: usaslg@labor.state.ny.us

Website: www.cdoworkforce.org

Hours: M-F: 8:30 a.m. - 5:00 p.m.

Parking: Street, Lot parking 1/2 block away

Public Transit Access: Bus line 1/2 block away

[Directions](#)



Oyster Bay/North Hempstead/Glen Cove



Mineola Employment Center (FULL SERVICE)

170 Old Country Road, Suite 615

Mineola, NY 11501

Contact: Ken Lee

Lois Warshauer

Phone: (516) 873-5670

Hours: M: 8:30 a.m. - 7:00 p.m., T-F: 8:30 a.m. - 4:00 p.m.

Parking: Lot

Public Transit Access: Bus

[Directions](#)

Department of Labor (AFFILIATE SITE)

73 West Second Street

Oswego, NY 13126

Contact: Colleen McBride

Phone: (315) 342-3905

Fax: (315) 342-5415

E-Mail: usbcmg@labor.state.ny.us

Hours: M-T-Th-F: 8:30 a.m. - 5:00 p.m., W: 8:30 a.m. - 6:00 p.m.

Parking: Lot

Public Transit Access: Bus Line 2 blocks from Office

[Directions](#)



Otsego County

(Chenango/Delaware/Otsego Local Workforce Investment Area)



CDO Workforce (FULL SERVICE)

12 Deitz Street

Oneonta, NY 13820

Contact: Steve Geer

Phone: (607) 334-2201 X106

Fax: (607) 432-8130

E-mail: usaslg@labor.state.ny.us

Website: www.cdoworkforce.org

Hours: M-F: 8:30 a.m. - 5:00 p.m.

Parking: Street, Lot parking 1/2 block away

Public Transit Access: Bus line 1/2 block away

[Directions](#)



Oyster Bay/North Hempstead/Glen Cove



Mineola Employment Center (FULL SERVICE)

170 Old Country Road, Suite 615

Mineola, NY 11501

Contact: Ken Lee

Lois Warshauer

Phone: (516) 873-5670

Fax: (516) 873-7329

Email: klee@tobays.net or lwarshauer@tobays.net

Website: www.oysterbaytown.com

Hours: M-W-Th-F: 8:00 a.m. - 4:45 p.m., T: 8:00 a.m. - 8:30 p.m.

Parking: Garage Parking behind 200 Old Country Road

Public Transit Access: 2 blocks from bus and LIRR Mineola Train Station

[Directions](#)



Massapequa Employment Center (AFFILIATE SITE)

977 Hicksville Road

Massapequa, New York 11758

Contact: Ken Lee

Lois Warshauer

Phone: (516) 797-4560

Fax: (516) 797-4589

E-Mail: klee@tobays.net or lwarshauer@tobays.net

Website: www.oysterbaytown.com

Hours: M-T-Th-F: 9:00 a.m. - 4:45 p.m.; W: 9:00 a.m. - 8:30 p.m.

Parking: Lot

Public Transit Access: LIRR Massapequa Train Station

[Directions](#)



Putnam County

(Balance of Westchester/Putnam Local Workforce Investment Area)



Westchester/Putnam One Stop (FULL SERVICE)

Donald B. Smith Government Center

110 Old Rte. 6

Carmel, NY 10512

Contact: Marie Daly

Phone: (845) 225-7043 X1601

E-Mail: 37a235@dfa.state.ny.us

Website: www.putnamcountyny.com/pwp/pwp.html

Hours: M-F: 9:00 a.m. - 5:00 p.m.

Parking: Lot

[Directions](#)



Queens County

(New York City Local Workforce Investment Area)



Queens One-Stop Career Center (FULL SERVICE)
168-46 91st Avenue
Jamaica, NY 11432
Contact: Phillipa Karteron
Phone: 718-557-6755
E-Mail: pkartero@doe.nyc.gov
Website: Under Construction
M-F: 8:30 a.m. - 5:00 p.m.
Parking: Garage
Public Transit Access: Bus and Subway
[Directions](#)



Rensselaer County

(Capital Region - Albany/Schenectady/Rensselaer - Local Workforce Investmen



Ned Pattison Office Building (FULL SERVICE)
1600 7th Avenue
Troy, NY 12180
Contact: Mary Ann Gronau
Phone: (518) 270-2860
Fax: (518) 270-2876
E-Mail: crrc5@albany.net
Website: www.capreg.org
Hours: M-F 8:30 a.m. - 5:00 p.m.
Parking: Lot and Street
Public Transit Access: Bus
[Directions](#)



Richmond County

(New York City Local Workforce Investment Area)

Please see [Queens County](#)

Rockland County

(Rockland Local Workforce Investment Area)



Tomorrow's Workplace (FULL SERVICE)
One Perlman Drive
Spring Valley, NY 10977

Contact: Pam Weisberg
Phone: (845) 356-6016
Fax: (845) 356-5949
E-Mail: pam@tomorrowsworkplace.org
Website: www.tomorrowsworkplace.org
Hours: M-F: 9:00 a.m. - 4:30 p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)



Saint Lawrence County

(Saint Lawrence Local Workforce Investment Area)

St. Lawrence One-Stop Career Center
80 State Highway 310, Suite 8
Canton, NY 13617-1498
Contact: Dave Williams
Phone: (315) 386-3276
Fax: (315) 386-3414
E-Mail: dwilliams@co.st-lawrence.ny.us (Employer & Individual Services)
Website: www.slconestop.com
Hours: M-F: 8:00 a.m. - 5:00 p.m.; 8:00 a.m. - 4:00 p.m.(July & August)
Parking: Lot
[Directions](#)



Saratoga County

(Saratoga/Warren/Washington Local Workforce Investment Area)

Saratoga County Employment & Training
152 West High Street
Ballston Spa, NY 12020
Contact: Tony Scavone
Phone: (518) 884-4170
Fax: (518) 884-4262
E-Mail: saremtra@nycap.rr.com
Website: www.thejoblink.org
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)





Schenectady County

(Capital Region - Albany/Schenectady/Rensselaer - Local Workforce Investmen



Schenectady Job Training (FULL SERVICE)

433 State Street, Center City

Schenectady, NY 12305

Contact: Fran Ricci

Phone: (518) 344-2794

Fax: (518) 344-2820

E-Mail: schdysj3@capital.net

Website: www.capreg.org

Hours: M-F 8:30 a.m. - 4:30 p.m.

Parking: Lot and Street

Public Transit Access: Bus

[Directions](#)



Schoharie County

(Fulton/Montgomery/Schoharie Local Workforce Investment Area)



Cobleskill Workforce Solutions (FULL SERVICE)

795 East Main Street, Suite 4

Cobleskill, NY 12043

Contact: Robert Hoefs

Phone: (518) 234-4254

Fax: (518)234-4256

E-Mail: robert.hoefs@labor.state.ny.us

Website: www.fmsworkforcesolutions.org

Hours: M-F: 8:30 a.m. - 5:00 p.m.

Parking: Lot

Public Transit Access: Bus

[Directions](#)



Schuyler County

(Chemung/Schuyler/Steuben Local Workforce Investment Area)



Chemung/Schuyler/Steuben Workforce Development (FULI
210 12th Street

Watkins Glen, NY 14891
Contact: Mary Ann Bryant
Phone: (607) 535-3042
E-Mail: mbryant@cseop.org
Website: <http://www.workforce2.org/>
Hours: 7:30 a.m. - 4:00 p.m.
[Directions](#)



Seneca County

(Finger Lakes - Ontario/Seneca/Wayne/Yates - Local Workforce Investment Ar

Finger Lakes Works - Seneca  (FULL SERVICE)
1 DePronio Drive
Waterloo, NY 13165
Contact: VACANT
Phone: (315)539-1905
E-Mail: workforcedev@co.seneca.ny.us
Website: www.fingerlakesworks.com/
Hours: M-F: 8:00 a.m. - 5:00 p.m.
[Directions](#)



Steuben County

(Chemung/Schuyler/Steuben Local Workforce Investment Area)

Chemung/Schuyler/Steuben Workforce Development  (FULL
20 Denison Parkway West
Corning, NY 14830
Contact: Brenda English
Phone: (607) 937-8337
E-Mail: <mailto:english@corning-cc.edu>
Orientation: M-W-Th. at 2:00 p.m.
Website <http://www.workforce2.org/>
Hours: 8:00 a.m. - 4:30 p.m.
[Directions](#)

Chemung/Schuyler/Steuben Workforce Development (FULL SERVICE)
107 Broadway
Hornell, NY 14843
Contact: Mary Kelly
Phone: (607) 324-8388
E-Mail: mary.kelly@labor.state.ny.us

Website: <http://www.workforce2.org/>

Hours: 8:00 a.m. - 4:30 p.m.

[Directions](#)



Chemung/Schuyler/Steuben Workforce Development

117 East Steuben Street

Bath, NY 14810

Contact: Dave Hill

Phone: 1-800-553-2033

E-Mail: hilld@proactioninc.com

Website: <http://www.workforce2.org/>

Hours: 8:30 a.m. - 4:00 p.m.

[Directions](#)

(FULI)



Suffolk County

(Suffolk Local Workforce Investment Area)



The One-Stop Employment Center

at Suffolk County Department of Labor

725 Veterans Memorial Highway

Hauppauge, NY 11788

Contact: Janet Cassidy

Phone: (631) 853-6540

Fax: (631) 853-6510

E-Mail: janet.cassidy@suffolkcountyny.gov

Website: <http://www.co.suffolk.ny.us/labor>

Hours: M-F: 8:30 a.m. - 8:00 p.m.

[Directions](#)

(FULL SERVICE)

NYS Department of Labor - DOES Office (AFFILIATE SITE)

134 East Main Street

Riverhead, NY 11901

Contact: Mike Miley

Phone: (631)852-3564

Fax: (631)852-3996

E-Mail: mike.miley@suffolkcountyny.gov

Hours: M-F: 8:30 a.m. - 4:30 p.m.

Public Transit Access: Bus

Parking: Street

[Directions](#)

Suffolk County Department of Labor (AFFILIATE SITE)

Public Assistance Unit

395 Oser Avenue

Hauppauge, NY 11788
Contact: Susan Dugan
Phone: (631)853-3809
Fax: (631)853-2418
E-Mail: susan.dugan@suffolkcountyny.gov
Hours: M-F: 8:30 a.m. - 4:00 p.m.
Public Transit Access: Bus
Parking: Lot
[Directions](#)

NYS Department of Labor - DOES Office (AFFILIATE SITE)
160 South Ocean Avenue
Patchogue, NY 11772
Contact: Linda Aponte
Phone: (631)687-4800
Fax: (631)687-4830
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Public Transit Access: Bus and train
Parking: Lot



Sullivan County

(Sullivan Local Workforce Investment Area)

Sullivan Works One-Stop Center  (FULL SERVICE)
50 North Street
Monticello, NY 12701
Contact: John Kozlowski
Phone: (845) 794-3340
Fax: (845) 791-6851
E-Mail: kozlowja@scg.net
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Parking: Lot
[Directions](#)



Tioga County

(Broome/Tioga Local Workforce Investment Area)

Tioga Employment Center  (FULL SERVICE)
231 Main Street
Owego, NY 13827
Contact: Robert Yanchus

Phone: (607) 687-8501
Fax: (607) 687-7759
E-Mail: yanchusb@co.tioga.ny.us
Website: www.broometiogaworks.com
Hours: M-F: 8:00 a.m. - 5:00 p.m.
Parking: Lot and Street
Public Transit Access: Train
[Directions](#)



Tompkins County
(Tompkins Local Workforce Investment Area)

Tompkins Workforce New York Career Center  (FULL SERV
Center Ithaca, Suite 110A & 241
171 East State Street
Ithaca, NY 14850
Contact: VACANT
Phone: (607) 272-7570
Fax: (607) 272-2835
E-Mail: csowards@tompkins-co.org
Website: www.tompkinsworkforceny.org
Hours: M-T-W-F: 8:30 a.m.-4:30 p.m.; Th: 8:30 a.m.-7:00 p.m.; Sat: 9:00 a
p.m.
Parking: Lot
Public Transit Access: Bus
[Directions](#)



Ulster County
(Ulster Local Workforce Investment Area)

Ulster County One-Stop Center  (FULL SERVICE)
601 Development Court
Ulster Avenue
Kingston, NY 12401
Contact: Fawn Tantillo
Phone: (845) 340-3168
Fax: (845) 340-3165
E-Mail: ftan@co.ulster.ny.us
Website: <http://www.workforcenewyork.org/ulster>
Hours: M-F: 8:30 a.m. - 5:00 p.m.
Public Transit Access: City buses and Ulster County rural transportation

Warren County

(Saratoga/Warren/Washington Local Workforce Investment Area)

Warren County Employment & Training



(FULL SERVICE)

Northway Plaza

Queensbury, NY 12804

Contact: Bill Resse

Phone: (518) 743-0950

Fax: (518) 743-0828

E-Mail: ressew@co.warren.ny.us

Website: www.thejoblink.org

Hours: M-F: 8:30 a.m. - 5:00 p.m.

Parking: Lot

Public Transit Access: Bus

[Directions](#)



Top

Washington County

(Saratoga/Warren/Washington Local Workforce Investment Area)

One-Stop of Washington County



(FULL SERVICE)

383 Broadway

Fort Edward, NY 12828

Contact: Polly Monahan

Phone: (518) 746-2391

Fax: (518) 746-2392

E-mail: pmonahan@co.washington.ny.us

Website: www.thejoblink.org

Hours: M-F: 8:00 a.m. - 4:00 p.m.

Parking: Lot

Public Transit Access: Bus

[Directions](#)



Top

Wayne County

(Finger Lakes - Ontario/Wayne/Seneca/Yates - Local Workforce Investment Area)



Finger Lakes Works - Wayne (FULL SERVICE)
30 Church Street
P.O. Box 396
Lyons, NY 14489
Contact: Patricia O'Reilly
Phone: (315) 331-2011
E-Mail: usaplo@labor.state.ny.us
Website: www.fingerlakesworks.com/
Hours: M-F: 9:00 a.m. - 5:00 p.m.
[Directions](#)



Finger Lakes Works - Newark (AFFILIATE SITE)
105 North Main Street
Newark, NY 14513
Contact: Charles Bridger
Phone: (315) 946-7491
E-Mail: cbridger@co.wayne.ny.us
Website: www.fingerlakesworks.com/
Hours: M-F: 8:30 a.m. - 4:30 p.m.
[Directions](#)



Westchester County

(Balance of Westchester/Putnam Local Workforce Investment Area)



Westchester County One-Stop Employment Center (FULL SERVICE)
143 Grand Street
White Plains, NY 10601
Contact: Donovan Beckford
Phone: (914) 995-3910
E-Mail: dpb2@westchestergov.com
Hours: M-F: 9:00 a.m. - 5:00 p.m.
Parking: Street
Public Transit Access: Bus
[Directions](#)



Wyoming County

(GLOW - Genesee/Livingston/Orleans/Wyoming - Local Workforce Investment Area)

Please see [Genesee County](#) or [Orleans County](#)

Yates County

(Finger Lakes - Ontario/Wayne/Seneca/Yates - Local Workforce Investment Area)



Finger Lakes Works - Yates **(FULL SERVICE)**

417 Liberty Street

Suite 2021

Penn Yan, NY 14527

Contact: Nancy Sproule

Phone: (315) 536-5140

E-Mail: nsproule@yatescounty.org

Website: www.fingerlakesworks.com/

Hours: M-T-Th-F: 8:30 a.m. - 4:30 p.m., W: 8:30 a.m. - 7:00 p.m.

[Directions](#)



Yonkers

(City of Yonkers Local Workforce Investment Area)



Yonkers Employment Center **(FULL SERVICE)**

20 South Broadway

Yonkers, NY 10701

Contact: Towanna Yizer

Phone: (914) 964-0105 X114

Fax: (914) 964-0322

E-Mail: towanna@ypic.net

Website: www.yonkersemploymentcenter.com

Hours: M-F: 8:30 a.m. - 5:00 p.m.

Parking: Municipal Parking Lots Nearby

Public Transit Access: Bus, train

[Directions](#)

