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New York's LEADING Union

**PUTTING
THE
PIECES
TOGETHER
WHEN
FACING A
LAYOFF**

**LAYOFF SERVICES
GUIDE**



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Layoff Services Guide

We are experiencing a critical turning point in State and Local Government history. When one member of a Local loses his or her job, the whole Local loses a valuable member. Being part of CSEA means we care about our brothers and sisters.

If we are to remain strong, our strength lies in what we can do for our members. CSEA has developed this Guide to help members deal with the many difficult problems and concerns associated with a layoff.

CSEA's goal is to reach every member who will be laid-off with the assistance that is available and with the caring necessary to help make a difference. Use this Guide to help put the pieces together.

Your Union is a Resource

CSEA WORK Institute can provide ongoing support to help with retraining and reemployment.

Contact us at 1-866-478-5548

Look for other CSEA contact information at the end of this Guide.

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Layoff Checklist

The following checklist is to assist you through the layoff process. It may be useful for coping with unemployment, maintaining the benefits available to you, and for finding new employment. The key points covered in the checklist are addressed at length in this Layoff Services Guide.

File for Unemployment Insurance benefits by either calling 1-888-209-8124 or online at www.labor.ny.gov, (TDD/TTY : Hearing-impaired customers who have TDD equipment can call the RELAY CENTER at 1-800-662-1220 and provide the relay operator with the toll-free number for hearing-impaired applicants at 1-888-783-1370.)

Send a Dues-Free Membership Application to CSEA in order to maintain eligibility for any optional insurances you may have through Pearl Carroll & Associates. (Call CSEA Membership at 1-800- 342-4146, ext. 1314 to request an application.)

Find out about your health benefits. Talk with your Personnel Department or State employees contact the New York State Department of Civil Service Employee Benefits Division at 1-800-833-4344.

Utilize your vision and dental plan benefits before they expire. Call the CSEA Employee Benefit Fund at (800) 323-2732 for more information.

State employees contact the CMO at Career Mobility Office (CMO) if you need customized career counseling, career tools, resources, workshops, or retraining at: (518) 485-6199 or 1-800-553-1322.

Local government employees and state employees contact your nearest One Stop Center for help with placement services, job counseling, resume preparation, retraining opportunities, information and referrals relating to a variety of other support services. Find yours at <https://labor.ny.gov/career-center-locator/>

Obtain information at your nearest One Stop about training opportunities available to all dislocated workers. Ask about extended 599 benefits and dislocated worker programs.

Eligible State employees apply for NYS & CSEA tuition benefits for up to one year following layoff at 1-800-253-4332.

Develop a budget plan to successfully manage finances. Contact ClearPoint Credit Counseling Solutions at 1-877-877-1995. Contact creditors such as banks, utilities, phone companies, etc. to arrange deferred payment plans.

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Section 1 – NYS Unemployment Insurance Benefit

How do I file for unemployment insurance benefits?

New York State residents may apply for unemployment insurance (UI) benefits online at www.labor.ny.gov by following the prompts to file a new claim.

You may also file a claim by calling the appropriate Telephone Claims Center at: **1-888-209-8124** (TDD/TTY : Hearing-impaired customers who have TDD equipment can call the RELAY CENTER at 1-800-662-1220 and provide the relay operator with the toll-free number for hearing-impaired applicants at 1-888-783-1370.)

What information do I need to file my claim?

- Your Social Security number.
- Your driver's license or Motor Vehicle ID card number, if you have one.
- Your mailing address and zip code.
- A telephone number where you can be contacted for additional information.
- Your alien registration card number, if you have one.
- The names and addresses of all employers for whom you've worked within the last 18 months, including those in other states.
- Employer registration number or Federal Employer Identification Number (FEIN) [found on your W-2]
- Your copies of forms SF8 and SF50, if you have had federal employment within the last 18 months.
- A copy of your most recent separation form DD 214, if you are an ex-service member claiming benefits based on your military service.

If you do not have all of the documents listed above, you may still file a claim. There may be some delay, however, in receiving your first payment.

Should I wait a week before filing my claim?

No. File your claim during your first week of total or partial unemployment, which is any week in which you work less than four days and earn less than \$430 gross. To delay may cost you benefits. It is important to file promptly because your first week is an unpaid week referred to as the 'waiting period'.

Please Remember! For assistance on ALL Unemployment Insurance matters, you MUST call: 1-888-209-8124

Section 2 – CSEA Dues-Free Membership For A Laid-Off Member

The purpose of dues-free membership is to allow members to continue their CSEA- sponsored insurance coverage while out of work. Dues-free members can also use the CSEA member's only section of the website.

**Call CSEA Membership at 1-800-342-4146 ext 1314 for an application or
Email them at emembership@cseainc.org ***

Upon CSEA's receipt of the form, the laid-off member will be granted Gratuitous Membership for the first year of unemployment. This status can then be changed to Associate Member if Pearl Carroll & Associates insurances are involved.

Dues-free membership also entitles you to go online and download free Civil Service Test Preparation material.



Dues-free membership does not protect a member's rights with respect to seeking or holding Union office, signing nominating petitions for potential candidates, voting in Union elections and voting on collective bargaining contracts.

***Please see *Appendix A* at the end of this guide for an Application For Dues-Free Associate Membership.**

Section 3 – Health and Retirement Benefits

Health Insurance Coverage - State Employees

Coverage under Preferred List Provisions Following a Layoff

If your name is placed on a New York State Department of Civil Service Preferred List for re-employment, you may continue your health insurance coverage under Preferred List provisions. You may continue coverage for up to one year from the date your health insurance in active employee status ends or until you are re-employed in a benefits-eligible position by a NYSHIP employer, whichever occurs first.

If you are not eligible to have your name placed on a Preferred List for re-employment, you may continue health insurance coverage under Preferred List provisions if:

- You are in the noncompetitive class with tenure under Section 75 of the Civil Service Law OR
- Your appointment was permanent. (You are not eligible if your appointment was a provisional or temporary appointment or you are an exempt class employee separated from State service.)

You pay only the employee share of the premium for health insurance coverage under Preferred List provisions.

While you are in Preferred List status, your health insurance premium will be billed on a monthly basis instead of the biweekly premium that was deducted from your paycheck. Contact your agency Health Benefits Administrator for the current Preferred List health insurance monthly premium rates.

If you are not eligible under preferred list provisions or when preferred list coverage ends

If you are not eligible for Preferred List health insurance coverage or if your year of coverage under Preferred List provisions ends, you may be eligible to continue coverage:

- as a retiree, as a vestee, under a direct-pay conversion contract –OR–
- temporarily under COBRA and State continuation of coverage laws

See your NYSHIP General Information Book for information on continuing health insurance in any of these categories; there are deadlines and other requirements. Be sure to talk with your agency Health Benefits Administrator about continuing your health insurance.

If you will be leaving the payroll, plan for your health insurance payments.

If you leave the payroll, the New York State Department of Civil Service Employee Benefits Division will bill you each month for your health insurance. Your first bill will cover a retroactive payment (beginning with the period your employment status changed) and an advance payment for the next month. **Please be prepared for this larger than usual bill.**

If you still have questions, call the New York State Department of Civil Service Employee Benefits Division at 518-457-5754 (Albany area), or 1-800-833-4344 (U.S., Canada, Puerto Rico, Virgin Islands).

Health Insurance Coverage - Local Government Employees

Because of the numerous jurisdictional classifications (competitive class, non-competitive class, labor class) governing Local Government employees, several factors will determine if Preferred List provisions are available. In the event of a layoff, Local Government employees should contact their agency personnel office to determine if Preferred List rights are available and how your health insurance is affected.

For CSEA Local Government Employees covered under NYSHIP (Empire Plan)

Abolition of position and Preferred List

If your Participating Agency offers Preferred List coverage, you are required to pay only the employee's share of the premium, if any, during this time. Check with your agency Health Benefits Administrator for information about possible changes in your health insurance benefits.

If your job is abolished, ask if your employer offers coverage under Preferred List provisions. If so, and if your name has been placed on a Preferred List, you may continue your health insurance coverage for up to one year (or less) or until you are re-employed by a public or private employer, whichever occurs first. Ask your agency Health Benefits Administrator about the length of the coverage period.

Coverage continues

If you are not eligible to be placed on Preferred List for re-employment but are separated from service because your position was abolished, you may be permitted to continue your coverage under Preferred List provisions if your employer offers coverage under Preferred List provisions. If your appointment was a permanent appointment, you are eligible to continue health insurance coverage under Preferred List provisions.

You may also be eligible to continue coverage as a retiree, as a vestee or through a direct-pay conversion contract. Be sure to check with your agency Health Benefits Administrator to see if you qualify under those options.

COBRA extends coverage

When your Preferred List coverage ends, you and your dependents may be eligible to continue coverage under either the New York State Continuation of Coverage Law or COBRA (Federal Continuation of Coverage Law).

For CSEA Local Government Employees NOT covered under NYSHIP (Empire Plan)

You should contact your agency Health Benefits Administrator for specific details of the rules of your employer regarding health insurance continuation.

COBRA Rights - State or Local Government Employees

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires most group health plans to provide a temporary continuation of group health coverage (up to a total of 36 months) after a qualifying event has caused loss of coverage.

COBRA requires continuation coverage to be offered to covered employees, their spouses, and their dependent children when group health coverage would otherwise be lost due to certain specific events. Those events include the death of a covered employee, termination or reduction in the hours of a covered employee's employment for reasons other than gross misconduct, divorce or legal separation from a covered employee, a covered employee's becoming entitled to Medicare, and a child's loss of dependent status (and therefore coverage) under the plan.

An employee or dependent electing to continue coverage must pay the employer FULL share of the required premium on a monthly basis. Employers may add an additional 2% to the premium to cover administrative costs. You must notify your employer in writing that you wish to continue coverage under COBRA within 60 days of the qualifying event. Failure to make premium payments on a timely manner can result in your loss of coverage.

While COBRA continuation coverage must be offered, it lasts only for a limited period of time.

Qualifying Events

The following are qualifying events for a covered employee if they cause the covered employee to lose coverage:

- Termination of the employee's employment for any reason other than "gross misconduct"; or
- Reduction in the number of hours of employment.

The following are qualifying events for the spouse and dependent child of a covered employee if they cause the spouse or dependent child to lose coverage:

- Termination of the covered employee's employment for any reason other than "gross misconduct";
- Reduction in the hours worked by the covered employee;
- Covered employee becomes entitled to Medicare;
- Divorce or legal separation of the spouse from the covered employee; or
- Death of the covered employee.

In addition to the above, the following is a qualifying event for a dependent child of a covered employee if it causes the child to lose coverage:

- Loss of "dependent child" status under the plan rules. Under the Affordable Care Act, plans that offer coverage to children on their parents' plan must make the coverage available until the adult child reaches the age of 26.

FOR ADDITIONAL INFORMATION REGARDING CONTINUING COVERAGE UNDER COBRA, PLEASE CONTACT YOUR FORMER EMPLOYER.

Additional COBRA information can be found by visiting www.dol.gov/COBRA

CSEA Employee Benefit Fund COBRA Rights – Dental and Vision Benefits

State or Local Government Employees

If you become ineligible for CSEA Employee Benefit Fund coverage because of retirement, termination, layoff, leave without pay or a reduction in hours, you may have certain rights to continue Plan coverage through COBRA.

Following the termination of a member's employment status, the member is covered for 28 days after the last day worked. Unless a terminated employee elects the COBRA option, the eligibility will be ended after this 28 day period. COBRA refers to the Consolidated Omnibus Reconciliation Act of 1986, a federal regulation that gives you the right to continue benefits for a period of 36 months in the event of a change in a member's employment status. In the event of the death of the member, divorce, legal separation, or a child losing dependency status, a dependent could receive up to 36 months of coverage. Because the member is no longer working for New York State, the benefits must be paid for by the employee on a direct pay basis, either monthly or quarterly.

Once EBF's system shows a member's termination date, the member will receive a COBRA application and is provided 60 days to file it with the EBF.

**If you have any questions, you should contact the COBRA Unit at
(800) 323-2732 or (518) 782-1500.**

Please Note: There are separate provisions in your local CSEA contract agreement with regard to your eligibility for health insurance. In relation to COBRA, the CSEA EBF administers only dental and vision benefits.

NY State of Health The Official Health Plan Marketplace/Medicaid Programs

Individuals & Families

You and your family have many new health insurance options available through the Individual Marketplace. You can quickly compare health plan options and apply for assistance that could lower the cost of health coverage. **Individuals and families may also qualify for free or low-cost coverage from Medicaid or Child Health Plus through the Marketplace.** Anyone who needs health coverage can apply.

To apply go to: www.nystateofhealth.ny.gov/ or call: 1-855-355-5777

Create an Account

You can create an account online through the NYS of Health website listed above. Once you provide an email address and some information about yourself, you'll get an email invitation to the Marketplace site and can get started! You can also call the Marketplace or get help in your community to set up an account.

When you apply, you will need to provide information about each member of your family, including demographics, any health insurance you or your family already has, and your income, if you want help paying for health coverage.

Choose a health insurance plan

You will choose a health plan for yourself and your family members. The Marketplace will show you the health plans available to you, the benefits covered by the plans, the doctors and facilities that participate in the plan network, and the cost of enrolling in the plan. You can pick plans for yourself and all of your eligible family members whether they qualify for Medicaid, Child Health Plus, or a plan offered through the Marketplace.

What kind of assistance is available?

In the Marketplace, you can apply for help to lower the cost of your health coverage. Depending on your income and number of household members, you may qualify for tax credits to help pay for your monthly health insurance premiums. You may also be eligible for assistance to help pay for copays, deductibles, and other out-of-pocket costs.

In-Person Assistors (IPA's)/Navigators are also available to provide in-person enrollment assistance to individuals and families who would like help applying for health insurance through the Marketplace.

You can visit www.info.nystateofhealth.ny.gov/IPANavigatorSiteLocations to find an IPA/Navigator in your area.

Child Health Plus

New York State has a health insurance plan for kids, called Child Health Plus. Depending on your family's income, your child may be eligible to join either Children's Medicaid or Child Health Plus. You can apply for Child Health Plus coverage through the New York State of Health Marketplace.

For information concerning Child Health Plus or Children's Medicaid go to: www.health.ny.gov/health_care/child_health_plus.

You can call this toll free number: 1-800-698-4KIDS (1-800-698-4543), and ask about Child Health Plus and Children's Medicaid. If you are hearing impaired call the TTY number, 1-877-898-5849.

What is Medicaid?

Medicaid is a program for New Yorkers who can't afford to pay for medical care.

You may be covered by Medicaid if:

You have high medical bills, receive Supplemental Security Income (SSI), or

You meet certain financial requirements.

For further information concerning Medicaid please visit the Department of Health web site at: www.health.ny.gov/health_care/medicaid. Contact your local department of social services for more information.

Please see *Appendix D* at the end of this guide for a comprehensive list of Local Social Services Departments.

NYS and Local Retirement / NYS Teachers Retirement

NYS and Local Retirement

The NYS and Local Retirement System is an excellent source of information on retirement planning and the benefits, implications and complications of membership in the NYS system. On their website you can find helpful publications, benefit calculators, and other resources intended to help you better understand the system and what it can do for you.

Find out more at their website

www.osc.state.ny.us/retire

or call

866-805-0990 (statewide)

518-474-7736 (Albany area)

NYS Teachers' Retirement

New York State Teachers' Retirement System (NYSTRS) provides retirement, disability and death benefits to eligible New York State public school teachers and administrators.

Find out more at their website

www.nystrs.org

or call

(800) 348-7298 (statewide)

(518) 447-2900 (Albany area)

Using the extension listed below

Active Members

- General information: Ext. 6250
- To request an estimate of your retirement benefit: Ext. 6020
- To schedule an appointment in Albany or at a video conference site: Ext. 6100
- For questions about prior service: Ext. 6030
- To request a loan application, or check the status of an application or a balance: Ext. 6250.
- For other questions about a loan: Ext. 6080
- To withdraw your membership: Ext. 6090
- To report an active member's death: Ext. 6110

Retirees

- General information: Ext. 6150
- For questions about direct deposit of your retirement benefit: Ext. 6230
- For questions regarding earnings after retirement: Ext. 6150
- To report a lost check: Ext. 6160
- For tax and withholding information: Ext. 6120
- To report a retiree's death: Ext. 6140

Section 4 - Reemployment and Training

NYS and Local Government Civil Service Agencies

Career Mobility Office (CMO) for State Workers

The Career Mobility Office (CMO) provides current New York State employees with a variety of services including:

- Customized career counseling
- Career tools, resources, and workshops
- Assistance to help them stay continuously employed in the face of organizational changes

The CMO manages all mandatory reemployment lists: Agency Reduction Transfer List (ARTL), Preferred List and Reemployment Roster. These lists are implemented when an agency is experiencing a Reduction-In-Force (RIF) or a closure. As needed, the CMO will meet with agency personnel to discuss each of the lists and how they are to be used.

The CMO will also meet with the at-risk employees to discuss their options related to the mandatory reemployment lists and will provide assistance to employees in finding alternative employment opportunities.

If you need any assistance with retraining or reemployment contact the CMO at:

(518) 485-6199 OR 1-800-553-1322

cmo@cs.ny.gov

www.careermobilityoffice.cs.ny.gov

Municipal Civil Service Agencies for Local Government

Positions in local government fall under the jurisdiction of the Municipal Civil Service Commission or Personnel Officer responsible for administering the merit system in local government. With the exception of certain listed cities and suburban towns, each county is responsible for administering civil service functions for itself and all civil divisions within it including cities, towns, villages, school districts, BOCES and special districts. If the city or town is not listed, you should contact the county civil service agency.

You can find links to municipal civil services agencies at:

www.cs.ny.gov

CSEA also hosts a helpful government links page at:

csealarningcenter.org/links.cfm

Please see *Appendix B* at the end of this guide for a comprehensive Municipal Civil Service Agencies list.

NYS & CSEA Partnership Tuition Benefit Program

Who is Eligible?

If you are a CSEA-represented NYS employee at worksites within the State's Executive Branch you continue to be eligible for Partnership benefits for one year following lay-off if you have not been rehired in a permanent CSEA-represented State position and are on a Civil Service Preferred List.

Why use a Tuition Benefit?

The Tuition Benefits Program can help employees:

- obtain a college degree
- qualify for a promotion or career advancement
- update job skills or start a new career direction

What can a benefit be used for?

Eligible employees can apply for Tuition Vouchers, Tuition Reimbursement, Credit-by-Examination Fee Reimbursement and Certification & Licensure Fee Reimbursement from the Partnership.

Educational Advisement

Educational Advisement offers individual and confidential counseling services over the telephone to employees in the areas of professional development, educational planning, financial aid, and non-traditional approaches to further education.

Contact the Partnership

1-800-253-4332

advisors@nyscseapartnership.org

www.nyscseapartnership.org

NYS Department of Labor One Stop Centers

Services in New York State are provided through the One-Stop System. Within this system, there are One-Stop Career Centers – one physical location that houses a variety of employment service providers – and a network of affiliated sites.

A tool that will help you find a One-Stop Career Center in your area can be found on the Workforce Development web site at: www.labor.ny.gov/career-center-locator

What can I expect to find at a One-Stop Center?

One-Stop Centers have Resource Rooms that are equipped with computers and reference materials to aid in career decision-making and job seeking. Knowledgeable staff are available to assist in using the Resource Room, doing an advanced job search, developing an employment plan (including the development of a resume), and identifying funding for training, if needed.

Section 599 is a provision in the Unemployment Insurance Law that makes it possible for unemployment recipients to receive benefits while attending a training course or program. When training has been approved under this provision, unemployment recipients are excused from the requirement to look for work, and may be eligible for additional weeks of benefits when funding is available. One-Stop Center staff will assist you in developing a training program and with the application filing process.

What other services are available to a dislocated worker at the One-Stop Center?

If you are unable to obtain employment through the core services available in the Resource Room, the following services would also be available:

- Comprehensive and specialized assessments of skills and service needs of the dislocated worker;
- Development of Individual Employment Plan;
- Group counseling;
- Individual counseling and career planning;
- Case management for participants seeking training services; and,
- Short-term prevocational services.

Please see *Appendix C* at the end of this guide for a comprehensive One Stop list.

Job Search Resources

Career Builder
www.careerbuilder.com

Indeed
www.indeed.com

Monster
www.monster.com

Section 5 - Other Support Services

County Departments of Social Services Information (SNAP-HEAP)

New York State is divided into fifty-eight local social services districts. The five boroughs of New York City comprise one district. Outside of New York City each district corresponds to one of the fifty-seven counties that make up the remainder of the state. County Departments of Social Services (DSS) provide or administer the full range of publicly funded social services and cash assistance programs.

For more information go to www.otda.ny.gov/programs

The following services are all available at the County Departments of Social Services: Supplemental Nutrition Assistance Program (SNAP) (Food Stamps)

SNAP helps people and families buy the food they need for good health. You apply for benefits by completing a State application form. Benefits are provided on an electronic card that is used like an ATM card and accepted at most grocery stores.

To apply for benefits, or for information about the Supplemental Nutrition Assistance Program, contact: Upstate 1-800-342-3009.

**For further information concerning Supplemental Nutrition Assistance Program (SNAP) please visit their web site at:
www.otda.ny.gov/programs/snap**

Home Energy Assistance Program (HEAP)

HEAP is a federally funded program that issues heating benefits to supplement a household's annual energy cost. HEAP also offers an emergency benefit for households in a heat or heat related energy emergency. HEAP also offers a furnace repair and/or replacement benefit for households with inoperable heating equipment.

You may apply for HEAP in person at the local social services office (County DSS) in the county in which you reside.

**For further information on HEAP go to: www.otda.ny.gov/programs/heap
or call the NYS HEAP Hotline at 1-800-342-3009**

Please see *Appendix D* at the end of this guide for a comprehensive County DSS list.

2-1-1 Help Line

2-1-1 connects people in need to agencies and other organizations that can help them. These groups specialize in providing emergency food, shelter and clothing and crisis counseling. They can help with substance abuse issues, employment, financial and legal issues, physical and mental health needs, and more. When you call 2-1-1, you will speak with someone who can help you find the information you need. The call will be free and confidential.

2-1-1 ADIRONDACKS (NEW YORK)

211 Call 2-1-1 from service area
(888) 774-0289 Alternative Number
2-1-1 information and referral service for the following counties in New York: Clinton, Essex and Franklin

2-1-1 FINGER LAKES REGION (NEW YORK)

211 Call 2-1-1 from service area
(585) 275-5151 Alternative Number (877) 356-9211 Alternative Number 2-1-1 information, referral and crisis intervention/suicide hotline service for the following New York counties: Cayuga, Livingston, Ontario, Seneca, and Wayne. Serves as the hub site for the 2-1-1 Finger Lakes Region, working with two partner sites (2-1-1 Helpline and 2-1-1 Tompkins - see separate listings) to provide information & referral services to a 12 county region in the Finger Lakes (Allegany, Cayuga, Chemung, Livingston, Monroe, Ontario, Seneca, Schuyler, Steuben, Tompkins, Wayne and Yates Counties). 2-1-1/LIFE LINE answers all after-hours, weekend and holiday calls for the region.

2-1-1 HELPLINE (NEW YORK)

211 Call 2-1-1 from service area
(800) 346-2211 Alternative Number
2-1-1 information and referral service for the following counties in New York: Allegany, Chemung, Schuyler, Steuben, and Yates.

2-1-1 HUDSON VALLEY (NEW YORK)

211 Call 2-1-1 from service area
(800) 899-1479 Alternative Number
(914) 993-3700 Alternative Number
2-1-1 information and referral for the following counties in New York: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester.

2-1-1 LONG ISLAND (NEW YORK)

211 Call 2-1-1 from service area
(888) 774-7633 Alternative Number 2-1-1 information and referral service for the following counties in New York: Nassau and Suffolk.

2-1-1 AT 3-1-1 NYC (NEW YORK)

211 Call 3-1-1 from service area
(212) 639-9675 Alternative Number
TTD/TTY (212) 504-4115
Skype video relay service connections also possible. 2-1-1 services are available in the New York City Region, which includes Bronx, Kings (Brooklyn), New York (Manhattan), Queens, and Richmond (Staten Island) counties.

2-1-1 NORTHEAST REGION (NEW YORK)

211 Call 2-1-1 from service area
(888) 366-3211 Alternative Number
(518) 694-8900 Alternative Number
2-1-1 information and referral services for the following counties in New York: Albany, Columbia, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington

2-1-1 SUSQUEHANNA RIVER REGION (NEW YORK)

211 Call 2-1-1 from service area
(800) 901-2180 Alternative Number
2-1-1 information and referral service for the following counties in New York: Broome and Tioga. First Call For Help Information & Referral in Chenango County - maintains information for Delaware & Otsego Counties

2-1-1 TOMPKINS/CORTLAND (NEW YORK)

211 Call 2-1-1 from service area
(607) 272-9331 Alternative Number
(877) 211-8667 Alternative Number
2-1-1 information and referral service for the following counties in New York: Cortland and Tompkins

2-1-1 WESTERN NEW YORK

211 Call 2-1-1 from service area
(888) 696-9211 Alternative Number
2-1-1 information and referral service for the following counties in New York: Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming.

For further information about 211 go to: www.211.org.

ClearPoint Credit Counseling Solutions

ClearPoint Credit Counseling Solutions has nine centrally located branch offices throughout upstate New York. Contact information is listed below.

Numerous satellite counseling centers are also available for those living outside the immediate vicinity of our branch offices. Satellite offices and their hours of operation are listed below under their affiliated branches. Contact the affiliated branch office for an appointment or information about ClearPoint Credit Counseling Solutions satellite offices.

If you live outside of the areas listed below, please contact Customer Service at 1-800-750-2227 for assistance.

Albany

Consumer Credit Counseling Service
of the Capital Region and Hudson Valley 2
Computer Drive, West Albany, NY 12205
Local Tel: (518) 438-3710

Watertown

Consumer Credit Counseling Service
of the North Country
215 Washington Street Suite 005
Watertown, NY 13601
Local Tel: (315) 786-2861

Rochester

Consumer Credit Counseling Service
Housing Council of Monroe County
75 College Ave #403, Rochester, NY 14607
Local Tel: (585) 216-3054

Whitesboro

Consumer Credit Counseling Service
101 Main St, Whitesboro, NY 13492
Local Tel: (315) 735-7958

Syracuse

Consumer Credit Counseling Service
5794 Widewaters Parkway, Syracuse, NY 13214
Local Tel: (315) 445-8960

**For further information concerning ClearPoint Credit Counseling Solutions agency
please visit their web site at
www.clearpointcreditcounselingsolutions.org/office-locations/**

Personal Budget Calculator

Budget Amount	Monthly	Yearly	Discretionary Expenses:	Monthly	Yearly
Income:	X 12		Credit Card Bills		
Your Primary Income			Credit Card Bills		
Your Spouse's Income			Credit Card Bills		
Child Support or Alimony			Credit Card Bills		
Social Security Income			Auto Loan (s)		
Disability Income			Gasoline		
Pension Income			Cable or Satellite TV		
Investment Income			Mobile Phone (s)		
Real Estate Investment Income			Home Improvement		
Business Income			Home Security		
Other Income			Garden Supplies		
Total Income		\$	Entertainment (not dining out)		
Necessary Expenses:			Travel & Vacation		
Payroll Taxes			Pets, Pet Care and Pet Food		
Other income deductions			Clothing (above what's needed)		
Rent or Mortgage			Internet Access		
2nd Mortgage or Equity Loan			Computer Costs		
Property Taxes			Gym membership		
Child Support or Alimony Payments			Beer & Alcohol		
Water			Cigarettes & Tobacco		
Garbage			Other		
Gas & Electric			Other		
Auto Insurance			Other		
Auto repairs			Other		
Food & Groceries (not dining out)			Total Discretionary Expenses	\$	\$
Clothing (necessary)					
Telephone (not mobile phone)			Investment Assets:		
Home or Renters Insurance			401K, 403B deposits		
Healthcare or Insurance Costs			IRA deposits		
Dental Care or Insurance Costs			Employee Stock Plans		
Life Insurance Costs			Brokerage Deposits		\$
Student Loans			Other		
Home Repairs			Total Investment Assets	Monthly	Yearly
Home supplies					
Dry cleaning			Results:		
Laundry			Total Income		
Investment Real Estate Expenses			Necessary Expenses Subtract	\$	\$
Business Income Expenses			Discretionary Expenses Subtract		
Child & Baby Expenses			Amount remaining to save or invest		
Other dependent expenses					
Total Necessary Expenses		\$			

Employee Assistance Program

Times of change are very stressful for everyone concerned-employees facing layoffs as well as those not directly affected. The Employee Assistance Program (EAP) is a service to help employees and their families cope with challenges in their lives.

State Employees

Specially trained EAP Coordinators provide information, problem assessment, and if needed, referrals to community resources to help employees address a broad range of issues including anxiety, depression, financial concerns, relationship problems, substance abuse, parenting, and more. EAP services are confidential, voluntary, and at no cost to the employee.

To learn more about the New York State Employee Assistance Program or to contact an EAP Coordinator visit www.worklife.ny.gov/eap or call 800-822-0244.

Local Government Employees

Some municipal agencies have Employee Assistance Programs that can provide employees with assessment and referral for alcohol and substance abuse, family issues, financial counseling, health and wellness, mental health services, stress management, and other services to help employees and families cope with difficult situations in their lives.

You will need to contact your Human Resources Office to learn if you have EAP services available at your agency.

Appendix A: CSEA Dues-Free Membership Application

CSEA, INC.
Local 1000/AFSCMF/AFL-CIO
143 Washington Avenue, Albany, NY 12210

Application For Dues Free Associate Membership For A Laid-Off Member

I certify that as a member in good standing, I _____, have been
(Print Full Name)

laid off from my employment as of _____ and I have been placed on a preferred list for
(Date)

rehire for _____ by my employer. The first year, I will be placed on dues
(Job Title)

free membership and after the first year, I will become an Associate Member at the cost of \$ 52.00 per year.

It should be noted that CSEA membership is a requirement to continue participation in the CSEA voluntary insurance programs. While you are laid off, you must make arrangements to direct pay your insurance premiums to keep your insurance coverage in force. Please call the CSEA Insurance Department at 1-800-342-4146, ext. 1337 to make these arrangements.

Please be advised you **MUST** contact the Employee Benefit Fund at 1-800-323-2732, for further information regarding your benefits.

I will notify the Membership Department of CSEA the date I return to work and will furnish CSEA with the name of my employer and my work address.

DATE: _____

SIGNATURE OF MEMBER: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

AREA CODE & HOME PHONE: _____

EMPLOYED BY: _____

CSEA ID NUMBER: _____

Should you have any questions, please call Membership at 1-800-342-4146, ext. 1314

When completed, please fax to (518) 465-2382 or mail this form to:

CSEA, Inc.
Membership Department
143 Washington Avenue
Albany, NY 12210

Appendix B: Municipal Civil Service Agencies Contact Information

Cities, Towns, Others		Counties	
<i>Albany Municipal Civil Service Commission</i>	(518) 434-5049	<i>Albany County Department of Civil Service</i>	(518) 447-7770
<i>Amsterdam City Civil Service Commission</i>	(518) 841-4362	<i>Allegany County Human Resources- Civil Service Department</i>	(585) 268-9212
<i>Auburn City Civil Service Commission</i>	(315) 255-4141	<i>Broome County Department of Personnel</i>	(607) 778-2222
<i>Binghamton City Civil Service Commission</i>	(607) 772-7008	<i>Cattaraugus County Civil Service Commission</i>	(716) 938-9111
<i>Buffalo City Department of Human Resources</i>	(716) 851-5900	<i>Cayuga County Civil Service Commission</i>	(315) 253-1284
<i>Cohoes City Civil Service Commission</i>	(518) 233-2132	<i>Chautauqua County Department of Human Resources</i>	(716) 753-4237
<i>Corning City Civil Service Commission</i>	(607) 962-0340	<i>Chenango County Personnel/ Civil Service Office</i>	(607) 337-1470
<i>Fulton Municipal Civil Service Commission - Glen Cove City of</i>	(315) 593-2222 (516) 676-4814	<i>Clinton County Department of Personnel</i>	(518) 565-4676
<i>Ithaca City Civil Service Commission</i>	(607) 274-6539	<i>Columbia County Civil Service Commission</i>	(518) 828-6622
<i>Kingston City Civil Service Commission</i>	(845) 334-3921	<i>Cortland County Personnel/Civil Service Department</i>	(607) 753-5076
<i>Lackawanna City Civil Service Commission</i>	(716) 827-6467	<i>Delaware County Personnel Office</i>	(607) 746-2318
<i>Lockport City Civil Service Commission</i>	(716) 439-6659	<i>Dutchess County Personnel Department</i>	(845) 486-2169
<i>Long Beach City Civil Service Commission</i>	(516) 705-7214	<i>Erie County Department of Personnel</i>	(716) 858-8484
<i>Mechanicville City Civil Service Commission</i>	(518) 664-8331	<i>Essex County Department of Personnel</i>	(518) 873-3361
<i>Middletown City Civil Service Commission</i>	(845) 346-4106	<i>Franklin County Personnel Office</i>	(518) 481-1676
<i>Mount Vernon City Civil Service Commission</i>	(914) 665-2357	<i>Fulton County Personnel Department</i>	(518) 736-5574
<i>New Rochelle City Civil Service Commission</i>	(914) 654-2172	<i>Genesee County Personnel Department</i>	(585) 344-2550
<i>Newburgh City Civil Service Commission</i>	(845) 569-7340	<i>Greene County Civil Service Commission</i>	(518) 719-3253
<i>Niagara Falls City Civil Service Commission</i>	(716) 286-4430	<i>Hamilton County Personnel</i>	(518) 548-6375
<i>Norwich City Civil Service Commission</i>	(607) 334-1235	<i>Herkimer County Personnel Department</i>	(315) 867-1115
<i>Ogdensburg City Civil Service Commission</i>	(315) 393-3540	<i>Jefferson County Department of Human Resources</i>	(315) 785-3147
<i>Oneida City Civil Service Commission</i>	(315) 363-1561	<i>Lewis County Civil Service Commission</i>	(315) 376-5349
<i>Oneonta City Civil Service Commission</i>	(607) 432-0670	<i>Livingston County Personnel Office</i>	(585) 243-7570
<i>Oswego City Department of Personnel</i>	(315) 342-8159	<i>Madison County Personnel Department</i>	(315) 366-2341
<i>Port Jervis City Civil Service Commission</i>	(845) 858-4052	<i>Monroe County Department of Human Resources</i>	(585) 753-1700
<i>Rensselaer City Civil Service Commission</i>	(518) 462-0419	<i>Montgomery County Personnel Department</i>	(518) 853-8368
<i>Rochester City Civil Service Commission</i>	(585) 428-7115	<i>Nassau County Civil Service Commission - Niagara County Civil Service</i>	(516) 572-1882 (716) 438-4071
<i>Rome City Civil Service Commission</i>	(315) 339-7609	<i>Oneida County Department of Personnel</i>	(315) 798-5726
<i>Salamanca City Civil Service Commission</i>	(716) 945-4250	<i>Onondaga County Department of Personnel</i>	(315) 435-3537
<i>Saratoga Springs City Civil Service Commission</i>	(518) 587-7098	<i>Ontario County Department of Human Resources</i>	(585) 396-4465
<i>Sherrill City Personnel Office</i>	(315) 363-2440	<i>Orange County Department of Personnel</i>	(845) 291-2707
<i>Tonawanda City Civil Service Commission</i>	(716) 695-8626	<i>Orleans County Department of Personnel</i>	(585) 589-3108
<i>Troy City Civil Service Commission</i>	(518) 279-7123	<i>Oswego County Department of Personnel</i>	(315) 349-8209
<i>Utica City Civil Service Commission</i>	(315) 792-0225	<i>Otsego County Personnel Department</i>	(607) 547-4239
<i>Watertown City Civil Service Commission</i>	(315) 785-7733	<i>Putnam County Personnel Department</i>	(845) 808-1650
<i>Watervliet City Civil Service Commission</i>	(518) 270-3800	<i>Rensselaer County Civil Service Commission</i>	(518) 270-2946
<i>White Plains City Department of Personnel</i>	(914) 422-1257	<i>Rockland County Department of Personnel</i>	(845) 638-5200
<i>Yonkers City Civil Service Commission</i>	(914) 377-6092	<i>Saratoga County Department of Personnel</i>	(518) 885-2225
Region		<i>Schenectady County Civil Service Commission</i>	(518) 388-4233
<i>Chemung/ Elmira Regional Civil Service Commission</i>	(607) 737-2918	<i>Schoharie County Department of Personnel</i>	(518) 295-8374
Town		<i>Schuyler County Civil Service Department</i>	(607) 535-8190
<i>Colonie Town of, Civil Service Department</i>	(518) 783-2721	<i>Seneca County Personnel Office</i>	(315) 539-1712
<i>Hempstead Town of, Civil Service Commission</i>	(516) 489-5000	<i>St. Lawrence County Central Services Department</i>	(315) 379-2210
Other		<i>Steuben County Department of Personnel</i>	(607) 664-2345
<i>NYC Dept of Citywide Administrative Services</i>	(212) 669-7000	<i>Suffolk County Department of Civil Service</i>	(631) 853-5500
<i>New York City School Construction Authority</i>	(718) 472-8155	<i>Sullivan County Personnel Department</i>	(845) 807-0485
<i>The City University of New York (CUNY), Office of Human Resources Management</i>	(212) 541-0185	<i>Tioga County Personnel Office</i>	(607) 687-8207
		<i>Tompkins County Personnel Office</i>	(607) 274-5526
		<i>Ulster County Personnel Department</i>	(845) 340-3550
		<i>Warren County Department of Personnel</i>	(518) 761-6440
		<i>Washington County Personnel Office</i>	(518) 746-2250
		<i>Wayne County Personnel Department - Westchester County Department of Human Resources</i>	(315) 946-7483 (914) 995-2101
		<i>Wyoming County Civil Service Commission</i>	(585) 786-8830
		<i>Yates County Personnel Department</i>	(315) 536-5112

Appendix C: NYS Department of Labor One Stop Contact Information

Albany-Career Central
175 Central Ave
Albany, NY 12206
P: (518) 462-7600 X162

Allegany-Cattaraugus-Allegany
Counties-Allegany County
Employment and Training Center
7 Wells Ln, Belmont, NY 14813
P: (585) 268.9237

Bronx-New York City
Workforce 1 Career Center
400 East Fordham Rd 8th Fl
Bronx, NY 10455
P: (718) 960-2458

Bronx-New York City
Bronx Hunt Point
1029 E 163rd St 3rd Fl
Bronx, NY 10459
P: (347) 854-0582

Broome-Broome-Tioga
Workforce New York
171 Front St
Binghamton, NY 13905
P: (607) 778-2136

Chautauqua-Chautauqua Works
407 Central Ave
Dunkirk, NY 14048
P: (716) 366-9015

Cattaraugus-
Cattaraugus One Stop
175 North Union St, Ste 4
Olean, NY 14760
P: (716) 373-1880

Cayuga-Cayuga-Cortland
Counties Cayuga Works
Career Center
199 Franklin St, Suite 204
Auburn, NY 13021
P: (315) 253-1590

Chautauqua-Chautauqua County
Chautauqua Works
407 Central Ave
Dunkirk, NY 14048
P: (716) 366-9015

Chautauqua-Chautauqua County
Jamestown Career Center
23 E. 3rd St

Jamestown, NY 14701
P: (716) 661-9553

Chemung-Chemung-Schuylers-
Steuben Counties
Elmira Career Center
Chemung/Schuylers/Steuben
Workforce Development
318 Madsion Ave,
Elmira, NY 14901
P: (607) 733-7131

Chenango-Chenango-Delaware-
Otsego Counties CDO Workforce
1 Ohara Drive
Norwich, NY 13815
P: (607) 334-2201 X128

Clinton-North Country
OneWorkSource
194 US Oval
Plattsburgh, NY 12903
P: (518) 561-0430
Toll Free: (866) 967-5768

Columbia
Columbia Greene Counties
Columbia /Greene
Community College
4400 Route 23, Hudson, NY 12534
P: (518) 828-4181 X5510

Cortland
Cayuga-Cortland Counties
Cortland Works Career Center
99 Main St, Cortland, NY 13045
P: (607) 756-7585

Delaware-Chenango-Delaware-
Otsego Counties
CDO Workforce
1 Gallant Ave, Delhi, NY 13753
P: (607) 746-7477

Delaware-Chenango-Delaware-
Otsego Counties
CDO Workforce
21 Liberty St, Sidney, NY 13838
P: (607) 561-7550

Dutchess-Dutchess County
Dutchess Works
233 Main St
Poughkeepsie, NY 12601
P: (845) 473-9000 X143

Erie-Erie County
Buffalo Employment
& Training Center
77 Goodell St, Buffalo, NY 14203
P: (716) 856-5627

Erie- Erie Community College
One-Stop Center
3176 Abbott Rd
Orchard Park, NY 14127
P: (716) 270-4444

Erie-Erie County
Williamsville One Stop Center
4175 Transit Rd, Transitown Plaza
Williamsville, NY 14221
P: (716) 634-9081

Erie-Erie County
Buffalo One Stop Center
284 Main St, Buffalo, NY 14202
P: (716) 851-2600

Essex-Elizabethtown
One Work Source Center
103 Hand Ave, Suite 1
P.O. Box 607
Elizabethtown, NY 12932
P: (518) 873-2341
Toll Free: (800) 675-2668

Franklin-North Country
Malone One Work Source Center
158 Finney Boulevard
Malone, NY 12953
P: (518) 481-5755

Fulton
Fulton-Montgomery-Schoharie
Gloversville Workforce Solutions
43-47 North Main Street
Gloversville, NY 12078
P: (518) 725-6473

Genesee-Genesee-Livingston-
Orleans-Wyoming Counties
Genesee County Career Center
587 East Main St
Suite 100 Eastown Plaza
Batavia, NY 14020
P: (585) 344-2042

Herkimer-Herkimer-Madison-
Oneida · Working Solutions
One-Stop Career Center
320 N. Prospect St

Herkimer, NY 13350
P: (315) 867-1400

Jefferson-Jefferson-Lewis
The Work Place
1000 Coffeen St
Watertown, NY 13601
P: (315) 782-9252

Kings-New York City
Brooklyn Workforce 1
Career Center
9 Bond St, 5th Fl
Between Livingston & Fulton Sts
Brooklyn, NY 11201
P: (718) 246-5219

Kings-NYC
NYS Dept of Labor MetroTech
Workforce 1 Career Center
250 Schermerhorn St
Brooklyn, NY 11201
P: (718) 780-9200

Lewis-Jefferson-Lewis
The Work Place
5274 Outer Stowe St
Lowville, NY 13367
P: (315) 376-5800

Livingston-Genesee-Livingston-
Orleans-Wyoming Counties
Livingston County Office
Workforce Development
6 Court St, Room 105
Geneseo, NY 14454
P: (585) 243-7047

Madison County
Herkimer-Madison-Oneida
Working Solutions
Working Solutions Career Center
1006 Oneida Plaza Drive
Oneida, NY 13421
P: (315) 363-2400

Monroe- RochesterWorks!
Welfare-to-Work Center
Department of Social Services
691 St. Paul St
Rochester, NY 14605
P: (585) 753.5656

Monroe- Rochester Works!
Career Center
276 Waring Ave, Rochester, NY
14609
P: (585) 266-7760

Monroe- Rochester Works!
Career Center
255 North Goodman St
Rochester, NY 14607
P: (585) 258-3500

Montgomery-Fulton-
Montgomery-Schoharie
Amsterdam Workforce Solutions
2620 Riverfront Center
Amsterdam, NY 12010
P: (518) 842-3676 X3037

Nassau-Hempstead/
City of Long Beach
Hempstead Works Career Center
Hempstead Executive Plaza 50
Clinton St, Suite 400
Hempstead, NY 11550
P: (516) 485-5000

Nassau-Oyster Bay Consortium
Hicksville Career Center
301 W. Old Country Rd
Hicksville, NY 11801
P: (516) 934-8532

Nassau-Oyster Bay Consortium
Massapequa Employment Center
977 Hicksville Rd
Massapequa, NY 11758
P: (516) 797-4560

New York-NYC
NYS Department of Labor
Lower Manhattan
Workforce 1 Career Center
1 Hudson Square, 75 Varick St
New York, NY 10013
P: (212) 775-3771

New York-NYC
NYC Workforce 1 Career Center
215 West 125th St 6th Fl
Between 7th & 8th Aves
New York, NY 10027
P: (917) 493-7200

Niagara-Niagara County
Trott ACCESS Center
Niagara County E&T, 1001 11th St
Niagara Falls, NY 14301
P: (716) 278-8281

Niagara-Niagara County
Lockport WorksourceOne Center
81 Walnut St, Lockport, NY 14094
P: (716) 433-6766

Oneida-Herkimer-Madison-Oneida
Working Solutions
One-Stop Career Center
NYS Office Building, Suite 202
207 Genesee St, 2nd Fl
Utica, NY 13501
P: (315) 793-2229

Oneida-Herkimer-Madison-Oneida
Rome Working Solutions
300 West Dominick St Ste1
Rome, NY 13440
P: (315) 356-0662

Onondaga-Onondaga County
CNY Works
443 North Franklin St
Lower Level
Syracuse, NY 13204
P: (315) 473-8250

Ontario-Ontario-Seneca-Wayne-
Yates Counties
Finger Lakes Works - Geneva
70 Elizabeth Blackwell St
Geneva, NY 14456
P: (315) 789-1771

Ontario-Ontario-Seneca-Wayne-
Yates Counties
Finger Lakes Works – Ontario
3010 County Complex Drive
Canandaigua, NY 14424
P: (585) 396-4020

Orange-Orange County
Orange Works Career Center
The Maple Building 3 Washington
Center 4th Fl
Newburgh, NY 12550
P: (845) 568-5090

Orange-Orange County
Orange Works Career Center
Fulton Plaza
33 Fulton St., 2nd Fl
Middletown, NY 10940
P: (845) 346-1100

Orange-Orange County
Orange Works Career Center
Hunt Building, 123 Pike St
Port Jervis, NY 12771
P: (845) 858-1464

**Orleans-Genesee-Livingston-
Orleans-Wyoming Counties**
Orleans Center for
Workforce Development
458 West Ave, Suite 3
Albion, NY 14411
P: (585) 589-5335

Oswego-Oswego County
Oswego Workforce New York
200 N. 2nd St
Fulton, NY 13069
P: (315) 591-9000

**Otsego-Chenango-Delaware-
Otsego Counties**
Chenango / Delaware / Otsego
Local Workforce Investment Area
CDO Workforce 12 Dietz St
Oneonta, NY 13820
P: (607) 432-4800 X115

Putnam-Westchester
Balance/Putnam
Westchester / Putnam 1 Stop
110 Old Rte. 6, Building 3
Carmel, NY 10512
P: (845) 808-1651

Queens-New York City
Queens One-Stop Career Center
168-25 Jamaica Ave, 2nd Fl
Jamaica, NY 11432
P: (718) 557-6755

Queens-New York City
NYS Department of Labor
Flushing Workforce1
Career Center
138-60 Barclay Ave, 2nd Fl
Flushing, NY 11355

P: (718) 321-6307

Rensselaer-Capital Region
Rensselaer County Career Center
1600 7th Ave, 4th Fl
Troy, NY 12180
P: (518) 270-2860

Richmond-New York City
Staten Island Workforce 1
Career Center
120 Stuyvesant Plaza, 3rd Fl
Staten Island, NY 10301
P: (718) 285-8404

Rockland-Rockland County
Tomorrows Workplace
One Perlman Dr
Spring Valley, NY 10977
P: (845) 356-5100

St Lawrence-
St. Lawrence Career Center
80 State Highway 310, Suite 8
Canton, NY 13617-1498
P: (315) 386-3276

St Lawrence-St. Lawrence
One-Stop Career Center
35 Glenn St, Massena, NY 13662
P: (315) 769-3596

St Lawrence-St. Lawrence
One-Stop Career Center
1020 Park St
Ogdensburg, NY 13669
P: (315) 393-4600

**Saratoga-Saratoga-Warren-
Washington Counties**
Saratoga County
Employment & Training
152 West High St
Ballston Spa, NY 12020
P: (518) 884-4170

Schenectady-Capital Region
Schenectady Job Training Agency
797 Broadway
Schenectady, NY 12305
P: (518) 344-2735

Schoharie-Fulton-
Montgomery-Schoharie
Cobleskill Workforce Solutions

795 East Main St Suite 4
Cobleskill, NY 12043
P: (518) 234-4254

**Schuyler-Chemung-
Schuyler-Steuben Counties**
Montour Falls Career Center
Chemung/Schuyler/Steuben
Workforce Development
323 Owego St
Montour Falls, NY 14865
P: (607) 776-2125

**Seneca-Ontario-Seneca-
Wayne-Yates Counties**
Finger Lakes Works – Seneca
1 DiPronio Drive
Waterloo, NY 13165
P: (315) 539-1905

**Steuben-Chemung-Schuyler-
Steuben Counties**
Corning Career Center
Chemung/Schuyler/Steuben
Workforce Development
20 Denison Parkway West
Suite 102
Corning, NY 14830
P: (607) 937-8337

**Steuben-Chemung-Schuyler-
Steuben Counties**
Hornell Career Center
Chemung/Schuyler/Steuben
Workforce Development
107 Broadway
Hornell, NY 14843
P: (607) 324-8388

**Steuben-Chemung-Schuyler-
Steuben Counties**
Bath Career Center
Chemung/Schuyler/Steuben
Workforce Development
117 East Steuben St
Bath, NY 14810
P: (607) 776-7712

Suffolk-Suffolk County
The One-Stop Employment Center
Suffolk County Dept of Labor
725 Veterans Memorial Highway
Hauppauge, NY 11788
P: (631) 853-6600

Suffolk-Suffolk County
Suffolk County Dept of Labor
Suffolk Works
Employment Program
395 Oser Ave
Hauppauge, NY 11788
P: (631) 853-3877

Suffolk-Suffolk County
NYS Dept of Labor
160 South Ocean Ave
Patchogue, NY 11772
P: (631) 687-4818

Sullivan-Sullivan County
Sullivan Works One-Stop Center
50 North St, Monticello, NY 12701
P: (845) 794-3340

Tioga-Broome-Tioga Counties
Tioga Employment Center
1062 State Route 38, PO Box 108
Owego, NY 13827
P: (607) 687-8500

Tompkins-Tompkins County
Tompkins Workforce New York
Career Center
Center Ithaca, Suite 241
171 East State St
Ithaca, NY 14850
P: (607) 272-7570

Ulster-Ulster County
Ulster County One-Stop Center
601 Development Court Ulster Ave
Kingston, NY 12401

P: (845) 338-4696

Warren-Saratoga-Warren
Washington Counties
Career Center of
Warren County
Northway Plaza
Queensbury, NY 12804
P: (518) 743-0925

Washington-Saratoga-Warren-
Washington Counties
One-Stop of Washington County
383 Broadway
Fort Edward, NY 12828
P: (518) 746-2390

Wayne-Ontario-Seneca-
Wayne-Yates Counties
Finger Lakes Works Career Center
1519 Nye Rd, Suite 601
Lyons, NY 14489
P: (315) 946-7270

Westchester-Westchester
Balance / Putnam
Westchester County Employment
Center
120 Bloomingdale Rd
White Plains, NY 10605
P: (914) 995-3910

Westchester-Westchester
Balance / Putnam
Peekskill Employment Center
201 James St
Peekskill, NY 10566

P: (914) 737-3490

Westchester-Yonkers
Yonkers Employment Center
20 South Broadway
12th Fl, Yonkers, NY 10701
P: (914) 963-1730

Westchester-Westchester
Balance/Putnam
Mt. Vernon Employment Center
100 East First St
Mt. Vernon, NY 10550
P: (914) 813-6555

Wyoming-Genesee-Livingston-
Orleans-Wyoming Counties
Warsaw One Stop
448 North Main St, Warsaw, NY
14569
P: (585) 786-3145

Wyoming-Genesee-Livingston-
Orleans-Wyoming Counties
Wyoming County Community
Action
6470 Route 20A, Perry, NY 14530
P: (585) 237-2600

Yates-Ontario-Seneca-
Wayne-Yates Counties
Finger Lakes Works – Yates
417 Liberty St, Suite 2021
Penn Yan, NY 14527
P: (315) 536-5140

Appendix D: Local (County) Social Services Department Center Information

Albany County DSS

162 Washington Ave · Albany, NY 12210 · (518) 447-7300
www.albanycounty.com/dss/

Allegany County DSS

County Office Building
7 Court St · Belmont, NY 14813-1077 · (585) 268-9622
www.alleganyco.com/btn_dss/templates/fw_layout.htm

Broome County DSS

36-42 Main St · Binghamton, NY 13905-3199 · (607) 778-8850
www.gobroomecounty.com/dss/

Cattaraugus County DSS

1 Leo Moss Drive, Suite 6010 · Olean, NY 14760-1158
(716) 373-8065
cattco.org/social-services/social-services

Cayuga County DSS

County Office Building · 160 Genesee St, 2nd Floor
Auburn, NY 13021-3433 · (315) 253-1011
www.cayugacounty.us/Community/socialServices.aspx

Chautauqua County DSS

Hall R. Clothier Building · Mayville, NY 14757 ·
(716) 753-4590 <http://ny-chautauquacounty.civicplus.com/219/Health-Human-Services>

Chemung County DSS

Human Resource Center
425 Pennsylvania Ave · Elmira, NY 14902 · (607) 737-5302
www.chemungcounty.com/index.asp?pageId=266

Chenango County DSS

5 Court St · Norwich, NY 13815 · (607) 337-1500
www.ccdss.peppytech.com

Clinton County DSS

13 Durkee St · Plattsburgh, NY 12901-2911 · (518) 565-3300
<http://www.clintoncounty.gov.com/Departments/DepartmentOfSocialServices/SocialServicesHomePage.html>

Columbia County DSS

25 Railroad Ave · P.O. Box 458 · Hudson, NY 12534
(518) 828-9411
http://www.columbiacountyny.com/dept_links.html

Cortland County DSS

County Office Building
60 Central Ave · Cortland, NY 13045-5590 · (607) 753-5320
www.cortland-co.org/149/Social-Services

Delaware County DSS

111 Main St Suite 4 · P.O. Box 469 · Delhi, NY 13753-1265
(607) 832-5300
www.co.delaware.ny.us/departments/dss/dss.htm

Dutchess County DSS

60 Market St · Poughkeepsie, NY 12601-3299 · (845) 486-3000
www.co.dutchess.ny.us/CountyGov/Departments/SocialServices/SSIndex.htm

Erie County DSS

Rath County Office Building · 95 Franklin St, 8th Floor
Buffalo, NY 14202-3959 · (716) 858-8000
www.erie.gov/depts/socialservices/

Essex County DSS

7551 Court St · PO Box 217 · Elizabethtown, NY 12932
(518) 873-3441
www.co.essex.ny.us/wp/department-of-social-services

Franklin County DSS

184 Finney Blvd · Malone, NY 12953 (518) 481-6770
www.franklincony.org/content/Departments/View/25

Fulton County DSS

4 Daisy Lane · P.O. Box 549 · Johnstown, NY 12095
(518) 736-5640
www.fultoncountyny.gov/node/36

Genesee County DSS

5130 East Main St, Suite #3 · Batavia, NY 14020-3497
(585) 344-2580
www.co.genesee.ny.us/departments/socialservices/index.html

Greene County DSS

411 Main St · P.O. Box 528 · Catskill, NY 12414-1716
(518) 719-3700
www.greenegovernment.com/departments/social-services/

Hamilton County DSS

79 White Birch Lane · P.O. Box 725
Indian Lake, NY 12842-0725 · (518) 648-6131
www.hamiltoncounty.com/county-government/departments-services#SocialServicesDepartment

Herkimer County DSS

301 North Washington St, Suite 2110 · Herkimer, NY 13350
(315) 867-1291
www.herkimercounty.org/content/Departments/View/10

Jefferson County DSS

Human Services Building
250 Arsenal St · Watertown, NY 13601 · (315) 785-3000
www.co.jefferson.ny.us/index.aspx?page=115

Lewis County DSS

5274 Outer Stowe St · P.O. Box 193 · Lowville, NY 13367
(315) 376-5400
www.lewiscountyny.org/content/Departments/View/30?

Livingston County DSS

1 Murray Hill Drive · Mt. Morris, NY 14510-1699
(585) 243-7300
www.co.livingston.state.ny.us/dss.htm

Madison County DSS

Madison County Complex, Building 1 · 133 North Court St
P.O. Box 637 · Wampsville, NY 13163 · (315) 366-2211
<https://www.madisoncounty.ny.gov/social-services/home>

Monroe County DSS

111 Westfall Road, Room 660 · Rochester, NY 14620-4686
(585) 753-6998
www.monroecounty.gov/hs-index.php

Montgomery County DSS

County Office Building · P.O. Box 745 · Fonda, NY 12068
(518) 853-4646
www.co.montgomery.ny.us/sites/public/government/socialservices/SocialServices_Development/default.aspx

Nassau County DSS

60 Charles Lindbergh Blvd · Uniondale, NY 11553-3656 (516) 227-8519
www.nassaucountyny.gov/agencies/dss/DSSHome.htm

New York City Human Resources Administration/ Department of Social Services

180 Water St. 25th Fl · New York, NY 10038 ·
Info: (718) 557-1399 · Outside NYC: (718) 557-1399
www.nyc.gov/html/hra/html/home/home.shtml

Niagara County DSS

20 East Ave · P.O. Box 506
Lockport, NY 14095-0506 · (716) 278-8400
www.niagaracounty.com/socialservices/

Oneida County DSS

County Office Building · 800 Park Ave · Utica, NY 13501-2981
(315) 798-5700

www.ocgov.net/oneida/socialservices

Onondaga County DSS

John H. Mulroy Civic Center
421 Montgomery St · Syracuse, NY 13202-2923 ·
(315) 435-2985

www.ongov.net/dss/

Ontario County DSS

3010 County Complex Drive · Canandaigua, NY 14424-1296
(585) 396-4060 or Toll Free (877) 814-6907

www.co.ontario.ny.us/social_services/

Orange County DSS

11 Quarry Road, Box Z · Goshen, NY 10924-0678
(845) 291-4000

www.co.orange.ny.us/content/124/1374/default.aspx

Orleans County DSS

14016 Route 31 West · Albion, NY 14411-9365
(585) 589-7000

www.orleansny.com/Departments/ResidentServices/DepartmentofSocialServices/tabid/150/Default.aspx

Oswego County DSS

100 Spring St PO Box 1320 · Mexico, NY 13114
(315) 963-5000

www.co.oswego.ny.us/dss/

Otsego County DSS

County Office Building · 197 Main St
Cooperstown, NY 13326-1196 · (607) 547-4355

www.otsegocounty.com/depts/dss/

Putnam County DSS

110 Old Route 6 A40 · Carmel, NY 10512 · (845) 808-1500

www.putnamcountyny.com/social-services/

Rensselaer County DSS

547 River St · Troy, NY 12180-8403 · (518) 266-7800

www.rensco.com/departments_socialservices.asp

Rockland County DSS

Building L · 50 Sanatorium Road · Pomona, NY
10970 (845) 364-2000

www.rocklandgov.com/departments/social-services/

Saint Regis Mohawk Tribe Human Services Division

412 State Route 37 · Akwesasne, NY 13655 · (518) 358-2272

www.srmt-nsn.gov/divisions/departments_of_social_services/

Saratoga County DSS

152 West High St · Ballston Spa, NY 12020 · (518) 884-4140

<http://www.saratogacountyny.gov/departments/social-services>

Schenectady County DSS

797 Broadway · Schenectady, NY 12305 · (518) 388-4470

www.schenectadycounty.com/dss

Schoharie County DSS

County Office Building, 2nd Floor · PO Box 687
284 Main St Schoharie, NY 12157 · (518) 295-8334

[www.schohariecounty-](http://www.schohariecounty-ny.gov/CountyWebSite/SocialServices/socialservicesoffice.html)

[ny.gov/CountyWebSite/SocialServices/socialservicesoffice.html](http://www.schohariecounty-ny.gov/CountyWebSite/SocialServices/socialservicesoffice.html)

Schuyler County DSS

323 Owego St · Unit 3 · Montour Falls, NY 14865
(607) 535-8303

www.schuylercounty.us/dss.htm

Seneca County DSS

1 DiPronio Drive · P.O. Box 690 · Waterloo, NY 13165-0690
(315) 539-1800

www.co.seneca.ny.us/departments/dhs-administration/

Steuben County DSS

3 East Pulteney Square · Bath, NY 14810 · (607) 664-2000

www.steubency.org/Pages.asp?PGID=44

St. Lawrence County DSS

Harold B. Smith County Office Building
6 Judson St · Canton, NY 13617-1197 · (315) 379-2111

www.co.st-lawrence.ny.us/Social_Services/SLCSS.htm

Suffolk County DSS

P.O. Box 18100 · Hauppauge, NY 11788-8900
(631) 854-9700

www.suffolkcountyny.gov/Departments/SocialServices.aspx

Suffolk County DSS

Mary Gordon Building · 3085 Veterans Memorial Highway
Ronkonkoma NY 11779 · (631) 854-9935

www.suffolkcountyny.gov/Departments/SocialServices.aspx

Sullivan County DSS

16 Community Lane · P.O. Box 231 · Liberty, NY 12754
(845) 292-0100

www.co.sullivan.ny.us/index.asp?orgid=513&sID

Tioga County DSS

1062 State Route 38 · P.O. Box 240

Owego, NY 13827 · (607) 687-8300

www.tiogacountyny.com/departments/social-services

Tompkins County DSS

320 West State St · Ithaca, NY. 14850 · (607) 274-5680

tompkinscountyny.gov/dss

Ulster County DSS

1061 Development Court · Kingston, NY 12401-1959

(845) 334-5000

ulstercountyny.us/social-services

Warren County DSS

Warren Co. Municipal Center · 1340 State Route 9

Lake George, NY 12845-9803 · (518) 761-6300

www.warrencountyny.gov/socserv/

Washington County DSS

Municipal Building · 383 Broadway Bldg B

Fort Edward, NY 12828 · (518) 746-2300

washingtoncountyny.gov/517/Social-Services

Wayne County DSS

77 Water St · P.O. Box 10 · Lyons, NY 14489-0010

(315) 946-4881

waynecountyny.dss.org

Westchester County DSS

85 Court Street White Plains, NY 10601-5113 · (914)

995-3333

<http://socialservices.westchestergov.com/>

Wyoming County DSS

466 North Main St · Warsaw, NY 14569-1080

(716) 786-8900

www.wyomingco.net/socialservices/main.html

Yates County DSS

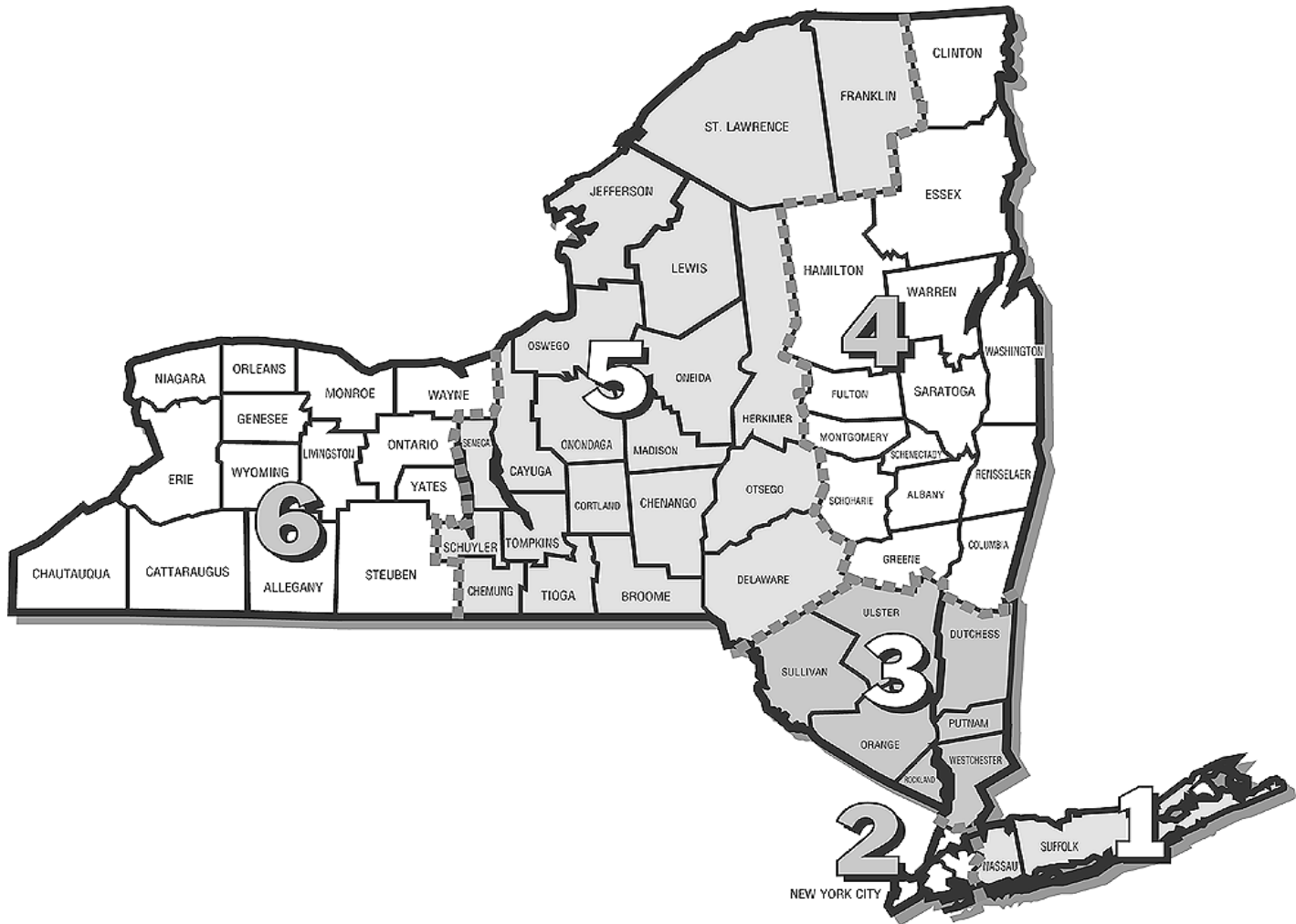
County Office Building · 417 Liberty St, Suite 2122

Penn Yan, NY 14527-1118 · (315) 536-5183

www.yatescounty.org/socialservices

CSEA REGIONS

Location of counties in each Region



Important CSEA Contact Information

CSEA Website www.cseany.org

CSEA HEADQUARTERS.....	518-257-1000	800-342-4146
REGION 1.....	631-462-0030	
REGION 2.....	212-406-2156	
REGION 3.....	845-831-1000	800-757-2732
REGION 4.....	518-785-4400	800-874-7344
REGION 5.....	315-433-0050	800-559-7975
REGION 6.....	716-691-6555	866-568-7734

CSEA HEALTH BENEFITS

1 Lear Jet Lane, Latham, NY 12110 518-785-4774 800-286-5242

NYS & CSEA PARTNERSHIP FOR EDUCATION AND TRAINING

Tuition Benefits Program (for state employees only) 800-253-4332

CSEA EMPLOYEE BENEFIT FUND

1 Lear Jet Lane, Latham, NY 12110 518-782-1500 800-323-2732

CSEA MEMBERSHIP DEPARTMENT 518-257-1327 800-342-4146

PEARL CARROLL & ASSOCIATES

CSEA Security Life Plan, Hospital Income

Insurance Plan & Family Protection Plan..... 877-847-2732

Auto Insurance and Homeowner/Renters Insurance..... 800-833-4657

VPI Pet Insurance..... 866-880-4721

Customer Service/Policy Questions..... 800-833-9041

CSEA Disability Income Insurance Claims..... 877-847-2732

CSEA Long Term Health Care Program 877-847-2732

Retirement Counseling Service..... 877-847-2732

Critical Illness..... 877-847-2732

LEGAL Services Program

Legal Services Plan (for personal matters)..... 800-342-4146

Workers Comp/SS Disability/Personal Injury..... 800-342-4146

NEW YORK STATE & LOCAL RETIREMENT SYSTEM (public employees only)

110 State St., Albany, NY 12244

General Member Info (outside Capital District area)..... 866-805-0990

General Member Info (inside Capital District area)..... 518-474-7736

Member Registration Inquiries 518-474-3524

Member Accounts..... 518-474-7736

Loans..... 518-474-7736

CSEA WORK INSTITUTE 518-782-4427 / 866-478-5548 workinst@cseainc.org