

Since 1910



New York's LEADING Union

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

**LAYOFF SERVICES
GUIDE**



Stay informed. Log on to CSEA's web site

www.csealocal1000.org



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.

Copyright 2009
Not To Be Reprinted Without Permission

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.state.ny.us, (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 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: 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 at www.labor.state.ny.us/workforcenypartners/osview.asp
- Obtain information at your nearest One Stop about training opportunities available to all dislocated workers. Ask about extended 599 benefits and dislocated worker programs.
- Develop a budget plan to successfully manage finances. (Contact Consumer Credit Counseling Service at 1-800-479-6026.) Contact creditors such as banks, utilities, phone companies, etc. to arrange deferred payment plans.

Contents

Section 1 – NYS Unemployment Insurance Benefit	1
Section 2 – CSEA Dues-Free Membership.....	2
Section 3 – Health and Retirement Benefits	3
Health Insurance Coverage - State Employees	3
Health Insurance Coverage - Local Government Employees.....	4
COBRA Rights – All / State / Local Government Employees	5
NYS Family and Child Health Plus Programs.....	6
NYS and Local Retirement / NYS Teachers Retirement.....	7
Section 4 - Reemployment and Training	8
NYS and Local Government Civil Service Agencies	8
NYS & CSEA Partnership Tuition Benefit Program	9
NYS Department of Labor One Stop Centers.....	10
Online Resources	11
Section 5 - Other Support Services	12
County Departments of Social Services Information (SNAP-HEAP).....	12
Consumer Credit Counseling Service.....	13
Personal Budget Calculator	14
<i>Appendices</i>	14
Appendix A: CSEA Dues-Free Membership Application.....	16
Appendix B: Municipal Civil Service Agencies Contact Information.....	17
Appendix C: NYS Department of Labor One Stop Contact Information.....	18
Appendix D: Local (County) Social Services Department Center Information	20

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.state.ny.us 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 another state.
- 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 \$405 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 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 barbara.hood@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 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 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. Only full dues-paying members "in good standing" can participate in these activities. To be in "good standing" a member's dues cannot be delinquent. To maintain "good standing" and voting rights as a CSEA member, the member must pay dues directly to CSEA while on a leave without pay.

***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 reemployment, 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 inactive employee status ends or until you are reemployed in a benefits-eligible position by a public or private 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.)

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

- If you are in The Empire Plan, the State pays 90 percent of the cost for Individual coverage. If you have Family coverage, the State also pays 75 percent of the additional cost for dependent coverage.
- If you are enrolled in an HMO, the State's contribution will not exceed 100 percent of its dollar contribution toward the hospital/medical/mental health and substance abuse components of The Empire Plan premium.

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. Ask your agency Health Benefits Administrator for 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 (Federal Continuation of Coverage Law)

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 your rights and responsibilities for continuing your health insurance if you are laid-off.

If you still have questions, call the NYS 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 – All / State / Local Government Employees

The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows workers and their families to keep their health insurance after a qualifying event has caused a loss of coverage.

Qualifying Events for COBRA

For Employees: Voluntary or involuntary termination of employment for reasons other than gross misconduct. Reduction in the number of hours worked which would make the employee ineligible for employer-sponsored benefits.

For Spouses: Voluntary or involuntary termination of covered employee's employment for any reason other than gross misconduct. Reduction in the number of hours worked by the covered employee which would make the employee ineligible for employer-sponsored benefits. Covered employee becoming entitled to Medicare. Divorce or legal separation of the covered employee. Death of the covered employee.

For Dependent Children: Qualifying events for dependent children are the same for spouse with the addition of loss of dependent child status under the plan rules.

An employee or dependent electing to continue coverage must pay the employer the FULL share of the required premium on a monthly basis. Employers may add an additional 2% to the premium to cover administrative costs. An employee or dependent may be covered up to 36 months under COBRA. 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.

**For additional contact the U.S. Department of Labor's Employee Benefits Security Administration at:
1-866-444-3272 or visit www.dol.gov/COBRA**

CSEA Employee Benefit Fund COBRA Rights – Dental and Vision Benefits State 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 18 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.

Local Government Members

CSEA members employed by local governments generally have the same provisions applying to the continuation of benefits but should check with their personnel departments with regard to the 28 day continuation period since many local governments have waived such provisions.

Local government members are eligible for COBRA continuation for dental and vision if such coverage was available to them during the course of their active employment.

**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 CSEA contract agreement with regard to your eligibility for health insurance. In relation to COBRA, the CSEA EBF administers only dental and vision benefits.

NYS Family and Child Health Plus Programs

What is Family Health Plus?

Family Health Plus is a public health insurance program for **adults** who are aged 19 to 64 who have income or resources too high to qualify for Medicaid. Family Health Plus is available to single adults, couples without children, and parents with limited income who are residents of New York State and are United States citizens or fall under one of many immigration categories.

Family Health Plus provides comprehensive coverage, including prevention, primary care, hospitalization, prescriptions and other services. There are minimal co-payments for some Family Health Plus services. Health care is provided through participating managed care plans in your area.

For further information concerning Family Health Plus please visit the Department of Health web site at: www.health.state.ny.us/nysdoh/fhplus/index.htm or call 1-877-9FHPLUS (1-877-934-7587)

What is Child Health Plus?

The Child Health Plus (CHPlus) program is a health insurance plan for **children** up to age 19 who are not eligible for Medicaid and who have no health insurance. The program is available to all New York State residents, regardless of income or employment status, but families with incomes below 250% of the federal poverty level have all or most of the cost of Child Health Plus coverage subsidized by the State. Coverage is offered through managed care organizations throughout the State.

For further information concerning Child Health Plus please visit the Department of Health web site www.health.state.ny.us/nysdoh/chplus/index.htm or call 1-800-698-4KIDS (1-800-698-4543). (If you are hearing impaired, call the TTY number 1-877-898-5849).

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
<http://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
<http://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
careermobility@cs.state.ny.us**

www.careermobilityoffice.cs.state.ny.us/cmo

Municipal Civil Service Agencies for Local Government

Positions in local government fall under the jurisdiction of the Municipal Civil Service Commission or Personnel Office 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 a list of and links to municipal civil services agencies at
www.cs.state.ny.us/jobseeker/local.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. The Tuition Benefits Program is also available to the following non-Executive Branch Participating Agencies:

- Unified Court System
- NYS Teachers' Retirement System
- State University Construction Fund
- Health Research Inc.

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 advisors are available to answer your questions on all aspects of your tuition benefits.

Contact the Partnership
1-800-253-4332
advisors@nyscseapartnership.org
www.nyscseapartnership.org

NYS Department of Labor One Stop Centers

What is a One-Stop Center?

One-Stop Career Centers are designed to provide a full range of assistance to job seekers under one roof. One-Stop Centers offer funding for training, career counseling, job listings, and other reemployment-related services.

A listing of One-Stop Career Centers can be found on the Workforce Development web site at www.labor.state.ny.us/workforcenypartners/osview.asp

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. Computers are available to conduct Internet searches, type and print resumes and cover letters, and access Federal and State job bank listings. Reference materials may include the daily newspaper, books on resume writing and interviewing techniques, business periodicals, college catalogues, phone books and literature about services available in the local community. Knowledgeable staff is 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. The training, however, must be approved by the Department of Labor. 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 were 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.

Online Resources

Online Newspaper Employment Listings

Capital District

The Record

www.troyrecord.com

Times Union

www.timesunion.com/classifieds

Central New York

The Palladium-Times

www.pall-times.com/classifieds

Syracuse New Times

www.syracusenewtimes.com/

Syracuse OnLine

www.syracuse.com/classifieds

Finger Lakes

Democrat & Chronicle

www.democratandchronicle.com

Western New York Jobs

www.wnyjobs.com

Hudson Valley

Poughkeepsie Journal Online

www.pojonews.com

The Times Herald Record

www.recordonline.com

NY Journal News

www.nyjournalnews.com

Long Island

Newsday

www.newsday.com/classified/jobs

Mohawk Valley

Amsterdam Recorder

www.recordernews.com

Oneida-Madison Pennysaver Online

www.psaver.com

The Leader-Herald

www.leaderherald.com

New York City

The New York Times

www.nytimes.com/classifiedsmarketplace

North Country

Watertown Daily Times

www.wdt.net

Southern Tier

Binghamton Press

www.pressconnects.com

Star-Gazette

www.stargazette.com

Western New York

The Buffalo News

www.buffalonews.com/classified

Western New York Jobs

www.wnyjobs.com

Other Online Recourses

CareerBuilder

www.careerbuilder.com

Job Web

www.jobweb.com

Monster Board

www.monster.com

Department of Labor

www.labor.state.ny.us

Career Resources

www.careerresource.net

Career Magazine

www.careermag.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.ocfs.state.ny.us/main/localdss.asp

The following services are 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, NYC only 1-877-472-8411.

For further information concerning Supplemental Nutrition Assistance Program (SNAP) please visit their web site at www.otda.state.ny.us/main/workingfamilies/dss.asp

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 on or after November 3, 2008.

For further information on HEAP go to: www.otda.state.ny.us/main/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.

Consumer Credit Counseling Service

Consumer Credit Counseling Service has five 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 CCCS satellite offices.

If you live outside of the areas listed below, please contact the Syracuse office at 1- 800- 479-6026 for assistance.

Syracuse

5794 Widewaters Parkway
Syracuse, NY 13214
(315) 474-6026
Toll free (800) 479-6026
Fax (315) 479-8421
cccs@cccscny.org

Auburn-area Satellite Office

Westminster Presbyterian Church
17 William Street
Auburn, NY
Open the third Wednesday of every month.

Albany

2 Computer Drive West
Albany, NY 12205
(518) 482-2227
Fax (518) 482-2296
cccs@cccscny.org

Columbia-Greene Community College

4400 Rt 23
Hudson, NY 12534
(518)828-4181
Open the first Thursday of every month and the appointments will be held in the Career Center (2nd Floor) in the Professional Achievement Center (PAC) building.

Binghamton

The Metro Center
49 Court Street
Binghamton, NY 13901
(607) 723-2671
Fax (607) 723-3007

Elmira-area Satellite Office

Cornell Co-Op Extension of Chemung CO
Human Resources Center
425 Pennsylvania Ave.
Elmira, NY
Open the second and fourth Thursday of each month

Utica

289 Genesee Street
Utica, NY 13501
(315) 797-5366
Fax (315) 797-9410

Oneida-area Satellite Office

Liberty Resources
218 Liberty Street
Oneida, NY
Open the first and third Friday of each month.

Morrisville-area Satellite Office

Cornell Cooperative Extension of Madison County
100 Eaton Street
Morrisville, NY
Open every other Tuesday of each month.

Watertown

215 Washington Street
Suite 005
Watertown, NY 13601
(315) 782-2227
Fax (315) 782-2768

Fort Drum

Army Community Service Center
Building P-4330, Conway Rd.
Fort Drum, NY 13602-5286

For further information concerning Consumer Credit Counseling Service agency please visit their website at www.cccscny.org/

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.state.ny.us 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	
Albany Municipal Civil Service Commission	(518) 434-5049	Albany County Department of Civil Service	(518) 447-7770
Amsterdam City Civil Service Commission	(518) 841-4362	Allegany County Human Resources- Civil Service Department	(585) 268-9212
Auburn City Civil Service Commission	(315) 255-4141	Broome County Department of Personnel	(607) 778-2222
Binghamton City Civil Service Commission	(607) 772-7008	Cattaraugus County Civil Service Commission	(716) 938-9111
Buffalo City Department of Human Resources	(716) 851-5900	Cayuga County Civil Service Commission	(315) 253-1284
Cohoes City Civil Service Commission	(518) 233-2132	Chautauqua County Department of Human Resources	(716) 753-4237
Corning City Civil Service Commission	(607) 962-0340	Chenango County Personnel/ Civil Service Office	(607) 337-1470
Fulton Municipal Civil Service Commission - Glen Cove City of	(315) 593-2222 (516) 676-4814	Clinton County Department of Personnel	(518) 565-4676
Ithaca City Civil Service Commission	(607) 274-6539	Columbia County Civil Service Commission	(518) 828-6622
Kingston City Civil Service Commission	(845) 334-3921	Cortland County Personnel/Civil Service Department	(607) 753-5076
Lackawanna City Civil Service Commission	(716) 827-6467	Delaware County Personnel Office	(607) 746-2318
Lockport City Civil Service Commission	(716) 439-6659	Dutchess County Personnel Department	(845) 486-2169
Long Beach City Civil Service Commission	(516) 431-1000	Erie County Department of Personnel	(716) 858-8484
Mechanicville City Civil Service Commission	(518) 664-8331	Essex County Department of Personnel	(518) 873-3361
Middletown City Civil Service Commission	(845) 346-4106	Franklin County Personnel Office	(518) 481-1676
Mount Vernon City Civil Service Commission	(914) 665-2357	Fulton County Personnel Department	(518) 736-5574
New Rochelle City Civil Service Commission	(914) 654-2172	Genesee County Personnel Department	(585) 344-2550
Newburgh City Civil Service Commission	(845) 569-7340	Greene County Civil Service Commission	(518) 719-3253
Niagara Falls City Civil Service Commission	(716) 286-4430	Hamilton County Personnel	(518) 548-6375
Norwich City Civil Service Commission	(607) 334-1235	Herkimer County Personnel Department	(315) 867-1115
Ogdensburg City Civil Service Commission	(315) 393-3540	Jefferson County Department of Human Resources	(315) 785-3147
Oneida City Civil Service Commission	(315) 363-1561	Lewis County Civil Service Commission	(315) 376-5349
Oneonta City Civil Service Commission	(607) 432-0670	Livingston County Personnel Office	(585) 243-7570
Oswego City Department of Personnel	(315) 342-8159	Madison County Personnel Department	(315) 366-2341
Port Jervis City Civil Service Commission	(845) 858-4052	Monroe County Department of Human Resources	(585) 753-1700
Rensselaer City Civil Service Commission	(518) 462-0419	Montgomery County Personnel Department	(518) 853-8368
Rochester City Civil Service Commission	(585) 428-7115	Nassau County Civil Service Commission - Niagara County Civil Service	(516) 572-1882 (716) 438-4071
Rome City Civil Service Commission	(315) 339-7609	Oneida County Department of Personnel	(315) 798-5726
Salamanca City Civil Service Commission	(716) 945-4250	Onondaga County Department of Personnel	(315) 435-3537
Saratoga Springs City Civil Service Commission	(518) 587-7098	Ontario County Department of Human Resources	(585) 396-4465
Sherrill City Personnel Office	(315) 363-2440	Orange County Department of Personnel	(845) 291-2707
Tonawanda City Civil Service Commission	(716) 695-8626	Orleans County Department of Personnel	(585) 589-3108
Troy City Civil Service Commission	(518) 270-4482	Oswego County Department of Personnel	(315) 349-8367
Utica City Civil Service Commission	(315) 792-0225	Otsego County Personnel Department	(607) 547-4239
Watertown City Civil Service Commission	(315) 785-7733	Putnam County Personnel Department	(845) 225-0860
Watervliet City Civil Service Commission	(518) 270-3800	Rensselaer County Civil Service Commission	(518) 270-2943
White Plains City Department of Personnel	(914) 422-1257	Rockland County Department of Personnel	(845) 638-5200
Yonkers City Civil Service Commission	(914) 377-6092	Saratoga County Department of Personnel	(518) 885-2225
Chemung/ Elmira Regional - Civil Service Commission	(607) 737-2918	Schenectady County Civil Service Commission	(518) 388-4233
Colonie Town of, Civil Service Department	(518) 783-2721	Schoharie County Department of Personnel	(518) 295-8374
Hempstead Town of, Civil Service Commission	(516) 489-5000	Schuyler County Civil Service Department	(607) 535-8190
CUNY	(212) 541-0185	Seneca County Personnel Office	(315) 539-1712
NYC Dept of Citywide Administrative Services	(212) 639-9675	St. Lawrence County Central Services Department	(315) 379-2210
New York City School Construction Authority	(718) 472-8155	Steuben County Department of Personnel	(607) 664-2345
		Suffolk County Department of Civil Service	(631) 853-5500
		Sullivan County Personnel Department	(845) 807-0485
		Tioga County Personnel Office	(607) 687-8207
		Tompkins County Personnel Office	(607) 274-5526
		Ulster County Personnel Department	(845) 340-3550
		Warren County Department of Personnel	(518) 761-6440
		Washington County Personnel Office	(518) 746-2250
		Wayne County Personnel Department - Westchester County	(315) 946-7483
		Department of Human Resources	(914) 995-2101
		Wyoming County Civil Service Commission	(585) 786-8830
		Yates County Personnel Department	(315) 536-5112

Appendix C: NYS Department of Labor One Stop Contact Information

Albany, Career Central
175 Central Avenue
Albany, NY 12206
Doug Lansing
(518)462-7600 X162
(518)447-5967(fax)

Allegany, Allegany County
Employment and Training
Center
7 Wells Lane
Belmont, NY 14813
Jerry Garmong
(585)268-9237
(585)268-9237(fax)

Bronx, Workforce 1 Career
Center
358 East 149th Street 2nd Fl
Between 3rd &
Cortlandt Avenues
Bronx, NY 10455
(718)960-7099

Broome, Broome-Tioga
Workforce NY
171 Front Street
Binghamton NY 13905
Terry Stark,
(607)778-6499

Cattaraugus, Cattaraugus
One Stop
175 North Union Street
Olean, NY 14760
Bret Marvin
(716)373-1880
(716)375-2895(fax)

Cayuga, Cayuga Works
Career Center
199 Franklin Street
Auburn, NY 13021
Ted Herrling
(315)253-1590
(315)253-1135(fax)

Chautauqua, Jamestown
One-Stop
23 E. 3rd Street
Jamestown, NY 14701
Kathleen Geise
(716)661-9553
(716)664-9184(fax)

Chautauqua, Chautauqua
Works
323 Central Avenue
Dunkirk, NY 14048
Kathleen Geise (716)366-9015
(716)366-0502(fax)

Chemung, Elmira Career
Center, Chemung/Schuyler/
Steuben Workforce
Development
318 Madison Avenue
Elmira, NY 14901
Shelly Madden
(607)733-7131
(607)737-0890(fax)

Chenango, CDO Workforce
1 Ohara Drive
Norwich, NY 13815
Gary Waffle
(607)334-2201 X128
(607)334-6540(fax)

Clinton, OneWorkSource
194 US Oval
Plattsburgh, NY 12903
John Masella
(518)561-0430
(518)561-9566(fax)

Columbia, Workforce NY Career
Center, Columbia / Greene
Community College
4400 Route 23
Hudson, NY 12534
Mary Alane Wiltse
(518)828-4181 ext. 3109
(518)822-2007(fax)

Cortland, Cortland Works Career
Center
99 Main Street
Cortland, NY 13045
Robin Sandwick
(607)756-7585
(607)756-5531(fax)

Delaware, Delaware County
One-Stop Center
21 Liberty Street
Sidney NY 13838
Maggie Gilbert
(607)561-7550

Delaware, Delaware County One-
Stop Center
1 Gallant Avenue
Delhi, NY 13753
Fred Barkalow
(607)746-7477

Dutchess, Dutchess Works
235 Main Street
Poughkeepsie, NY 12601
Frederick R. Fister
(845)485-2660 x3002
(845)471-9789(fax)

Erie, Erie Community College
One-Stop Center
3176 Abbott Road
Orchard Park, NY 14127
Kathy Erickson
(716)825-2525
(716)825-7583(fax)

Erie, Buffalo Employment &
Training Center,
77 Goodell Street
Buffalo, NY 14203
Colleen Cummings
(716)856-5627
(716)856-5670(fax)

Erie, Williamsville One Stop
Center
4175 Transit Road
Transitown Plaza
Williamsville, NY 14221
Pamela Eddy
(716)634-9081
(716)634-9262(fax)

Essex, Elizabethtown One Work
Source Center
103 Hand Avenue, Suite 1
P.O. Box 607
Elizabethtown, NY 12932
Ellen Gordon
(518)873-2341
(518)873-2392(fax)

Franklin, Malone One Work
Source Center
158 Finney Boulevard &
Woodward Street
Malone, NY 12953
Mary Beth McKee
(518)481-5755 x3033
(518)483-0740(fax)

Fulton- Oswego, Career
Connection
200 North Second Street
Fulton, NY 13069
Christine Weaver
(315)591-9000
(315)591-9047(fax)

Fulton, Gloversville Workforce
Solutions
199 South Main Street
Gloversville, NY 12078
Robert Hoefs
(518)725-6473, ext. 3032
(518)773-4209(fax)

Genesee, Genesee County
Career Center
587 East Main Street Suite 100
Eastown Plaza
Batavia, NY 14020
Scott Gage
(585)344-2042
(585) 344-3266

Greene, Workforce NY Career
Center, Columbia / Greene
Community College
4400 Route 23
Hudson, NY 12534
Mary Alane Wiltse
(518)828-4181 ext. 3109
(518)822-2007(fax)

Herkimer, Working Solutions
One-Stop Career Center
320 N. Prospect Street
Herkimer, NY 13350
Karin Zipko
(315)867-1400

Jefferson, The Work Place
1222 Coffeen Street
Watertown, NY 13601
Cheryl Clark
(315)782-9252
(315)782-2073(fax)

Kings, Brooklyn Workforce
Career Center
9 Bond Street, 5th Floor
Between Livingston &
Fulton Streets
Brooklyn, NY 11201
(718)246-5219

Lewis, The Work Place
5274 Outer Stowe Street
Lowville, NY 13367
Marcia Samsa
(315)376-5800
(315)376-5328(fax)

Livingston, Livingston County
Office of Workforce
Development
6 Court Street, Room 105
Geneseo, NY 14454
Keith Mitchell
(585)243-7047
(585)243-7598(fax)

Madison, Working Solutions
One-Stop Career Center
1006 Oneida Plaza Drive
Oneida, NY 13421
Lorraine Schmidtka
(315)363-2400
(315)363-4545(fax)

Monroe, Rochester Works
Career Center
255 North Goodman Street
Rochester, NY 14607
Viatta T. Carter
(585)258-3500
(585)232-3727(fax)

Monroe, Rochester Works!
Career Center
276 Waring Road
Rochester, NY 14609
Patricia O'Reilly
(585)266-7760
(585)266-7041(fax)

Montgomery, Amsterdam
Workforce Solutions
2620 Riverfront Center
Amsterdam, NY 12010
Robert Hoefs
(518)842-2240
(518)842-3802(fax)

Nassau, Hicksville Career
Center
301 W. Old Country Road
Hicksville, NY 11801
Kevin Robbins
(516)934-8517
or (516)873-5674
(516)873-7335(fax)

Nassau, Massapequa
Employment Center
977 Hicksville Road
Massapequa, NY 11758
Joe Visconti
(516)797-4560
(516)797-4589(fax)

New York, NYC Workforce 1
Career Center
215 West 125th Street, 6th Floor,
Between 7th & 8th Avenues
New York, NY 10027
(917)493-7200
(646)698-3040(fax)

Niagara, Lockport
WorksourceOne Center
81 Walnut Street
Lockport NY 14094
Pamela Eddy
(716)433-6766

Niagara, Trott ACCESS Center
Niagara County E&T
1001 Eleventh Street
Niagara Falls, NY 14301
Paul Parise
(716)278-8108
(716)278-8158(fax)

Oneida, Working Solutions One
Stop Center, NY State Office
Building, 2nd Floor
207 Genesee Street
Utica, NY 13501
(315)793-2229
(315)793-2509(fax)

Oneida, Working Solutions
One Stop Center
153 Brooks Road
Rear Entrance, Griffiss
Business & Technology Park
Rome, NY 13501
(315)356-0662
(315)339-7349(fax)

Onondaga, CNY Works
443 North Franklin Street
Syracuse, NY 13204
Manny Martinez
(315)473-8250
(315)477-6996(fax)

Ontario, Finger Lakes Works
Ontario
3010 County Complex Drive
Canandaigua, NY 14424
Brian Young
(585)396-4020

Orange, Orange Works
Career Center
33 Fulton Plaza 2nd Floor
Middletown, NY 10940
Marie Blair
(845)346-1100

Orange, Orange Works
Career Center
The Maple Building
3 Washington Center
4th Floor
Newburgh NY 12550
Marie Blair
845-568-5090

Orange, Orange Works
Career Center
150 Pike Street, 1st Fl.
Port Jervis, NY 12771
Marie Blair
(845)858-1464

Orleans, Orleans Center for
Workforce Development
458 West Avenue
Albion, NY 14411
Carol Miller
(585)589-5335
(585)589-2715(fax)

Oswego, Career Connection
200 North Second Street
Fulton, NY 13069
Christine Weaver
(315)591-9000
(315)591-9047(fax)

Otsego, CDO Workforce
Investment Board
12 Dietz Street
Oneonta NY 13820
Charlie Masciola
(607)432-4800 Ext 115

Putnam, Westchester /
Putnam One Stop
110 Old Rte. 6
Carmel, NY 10512
Marie Daly
(845)225-7043 x1601

Queens, Queens One-Stop
Career Center
168-25 Jamaica Avenue
2nd Floor
Jamaica, NY 11432
(718)557-6755

Rensselaer, Rensselaer County
One-Stop
Ned Pattison Office Building
1600 7th Avenue
Troy, NY 12180
Mary Ann Gronau
(518)270-2860
(518)270-2876(fax)

Richmond, Staten Island
Workforce 1 Career Center
60 Bay Street, Between Bend Street
& Slosson Terrace
Staten Island, NY 10301
(718)285-8388

Rockland, Tomorrows Workplace
1 Perlman Drive
Spring Valley, NY 10977
Jennifer DeLeon
(845)356-6106
(845)356-5949(fax)

Saratoga, Saratoga County
Employment & Training
152 West High Street
Ballston Spa, NY 12020
Tony Scavone
(518)884-4170
(518)884-4262(fax)

Schenectady, Schenectady Job
Training Agency
797 Broadway
Schenectady, NY 12305
Dennis Packard
(518)344-2735
(518)382-5988

Schoharie, Cobleskill Workforce
Solutions
795 East Main St. Suite 4
Cobleskill, NY 12043
Robert Hoefs
(518)234-4254
(518)234-4256(fax)

Schuyler, Montour Falls Career
Center, Chemung/
Schuyler/Steuben Workforce
Development, 323 Owego Street
Montour Falls, NY 14865
Lisa Fuller
(607)535-6840
(607)535-6845(fax)

Seneca, Finger Lakes Works
Seneca
1 DePronio Drive
Waterloo, NY 13165
(315)539-1905
(315)539-3857(fax)

St. Lawrence, St. Lawrence
One-Stop Career Center
80 State Highway 310, Suite 8
Canton, NY 13617
Stephen House
(315)386-3276

Steuben, Bath Career Center
Chemung/Schuyler/Steuben
Workforce Development
117 East Steuben Street
Bath, NY 14810
Dave Hill
(607)776-7712
(607)776-7820(fax)

Steuben, Hornell Career Center
Chemung/Schuyler/Steuben
Workforce Development
107 Broadway
Hornell, NY 14843
Mary Kelly
(607)324-8388
(607)324-6330(fax)

Steuben, Corning Career Center
Chemung/Schuyler/Steuben
Workforce Development
20 Denison Parkway
West Corning, NY 14830
Brenda English
(607)937-8337
(607)936-0354(fax)

Suffolk, The One-Stop
Employment Center at Suffolk
County Department of Labor
725 Veterans Memorial Highway
Hauppauge, NY 11788
Janet Cassidy
(631)853-6600
(631)853-6510(fax)

Suffolk, Suffolk County Dept of
Labor, Suffolk Works Employment
Program
395 Oser Avenue
Hauppauge, NY 11788
Barbara Stoothoff
(631)853-3877
(631)853-2418(fax)

Suffolk, DOES Office
160 South Ocean Avenue
Patchogue, NY 11772
Linda Aponte
(631)687-4800
(631)687-4830(fax)

Sullivan, Sullivan Works One-
Stop Center, 50 North Street,
Monticello, NY 12701
John Kozlowski
(845)794-3340
(845)791-6851(fax)

Tioga, Tioga Employment Center
1062 Route 38, PO Box 108
Owego, NY 13827
Terry Stark
(607)778-6499
(607)778-6442(fax)

Tompkins, Tompkins Workforce
NY Career Center Ithaca
Suite 241
171 East State Street
Ithaca, NY 14850
Diane Bradac
(607)272-7570
(607)273-0568(fax)

Ulster, Ulster County One-Stop
Center, 601 Development Court
Ulster Avenue
Kingston, NY 12401
Cindy Baran
(845)340-3170, (845)340-3165(fax)

Warren, Warren County
Employment & Training Northway
Plaza
Queensbury, NY 12804
Bill Resse
(518)743-0925
(518)743-0828(fax)

Washington, One-Stop of
Washington County
383 Broadway
Fort Edward, NY 12828
Joan Tarantino
(518)746-2390
(518)746-2392(fax)

Wayne, Finger Lakes Works
Career Center
1519 Nye Road (Floor 2)
Suite 600
Lyons, NY 14489
(315)946-7270
(315)946-7709 (Fax)

Westchester, Westchester
County One-Stop Employment
Center
120 Bloomingdale Road
White Plains, NY 10605
Ali Tarchoun
(914)995-3910,

Westchester, Yonkers
Employment Center
20 South Broadway
Yonkers, NY 10701
Lucy Redzeposki
(914)709-1373
(914)709-1377(fax)

Wyoming, Warsaw One
Stop
448 North Main Street
Warsaw, NY 14569
Raymond Ianita
(585)786-3145
(585)786-3074(fax)

Wyoming, Wyoming County
Community Action
6470 Route 20A
Perry, NY 14530
Marty Mucher
(585)237-2600
(585)237-2696

Yates, Finger Lakes
Works Yates
417 Liberty Street
Suite 2021
Penn Yan, NY 14527
Sherri Shoff
(315)536-5140
(315)531-3226(fax)

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

Albany County DSS

162 Washington Avenue Albany, NY 12210
(518) 447-7300

Website: www.albanycounty.com/departments/dss/

Department for Children, Youth & Families (Albany County)

112 State Street, Room 300
Albany, NY 12207

Tel. (518) 447-7324; Fax (518) 447-7578

Website: www.albanycounty.com/cyf/

Allegany County DSS

County Office Building · 7 Court St. · Belmont, NY 14813-1077
(585) 268-9622

Website: www.alleganyco.com/default.asp?show=btn_dss

Broome County DSS

36-42 Main Street · Binghamton, NY 13905-3199 ·
(607) 778-8850

Website: www.gobroomecounty.com/dss/

Cattaraugus County DSS

One Leo Moss Drive · Suite 6010 · Olean, NY 14760-1158
(716) 373-8065

Website: www.co.cattaraugus.ny.us/dss/

Cayuga County DSS

County Office Building · 160 Genesee Street · 2nd Floor ·
Auburn, NY 13021-3433 · (315) 253-1011

Website: www.co.cayuga.ny.us/lhs/index.html

Chautauqua County DSS

Hall R. Clothier Building · Mayville, NY 14757 ·
(716) 753-4421

Website: www.co.chautauqua.ny.us/hservframe.htm

Chemung County DSS

Human Resource Center · 425 Pennsylvania Avenue · Elmira,
NY 14902 · (607) 737-5309

Web site: www.chemungcounty.com/index.asp?pageId=266

Chenango County DSS

5 Court Street · Norwich, NY 13815 · (607) 337-1500

Web site: www.ccdss.peppytech.com/

Clinton County DSS

13 Durkee Street · Plattsburgh, NY 12901-2911 ·
(518) 565-3300

Website:

www.clintoncountygov.com/Departments/DSS/index.htm

Columbia County DSS

25 Railroad Avenue · P.O. Box 458 · Hudson, NY 12534 ·
(518) 828-9411

Cortland County DSS

County Office Building · 60 Central Avenue · Cortland, NY
13045-5590 · (607) 753-5248

Website: www.cortland-co.org/dss/

Delaware County DSS

111 Main Street · P.O. Box 469 · Delhi, NY 13753-1265 ·
(607) 746-2325

Web site: www.co.delaware.ny.us/departments/dss/dss.htm

Dutchess County DSS

60 Market Street · Poughkeepsie, NY 12601-3299 ·
(845) 486-3000

Website:

www.co.dutchess.ny.us/CountyGov/Departments/SocialServices/SSIndex.htm

Erie County DSS

Rath County Office Building · 95 Franklin Street, 8th Floor ·
Buffalo, NY 14202-3959 · (716) 858-8000

Website: www.erie.gov/depts/socialservices/

Essex County DSS

7551 Court St. · PO Box 217 · Elizabethtown, NY 12932 ·
(518) 873-3441

Franklin County DSS

355 West Main Street, Suite 331 · Malone, NY 12953 ·
(518) 483-6770

Website: www.franklincony.org/content/Departments/View/25?

Fulton County DSS

4 Daisy Lane · P.O. Box 549 · Johnstown, NY 12095 ·
(518) 736-5600

Genesee County DSS

5130 East Main St. · Suite #3 · Batavia, NY 14020-3497 ·
(585) 344-2580

Website: www.co.genesee.ny.us/dpt/socialservices/index.html

Greene County DSS

411 Main Street · P.O. Box 528 · Catskill, NY 12414-1716 ·
(518) 943-3200

Website: www.greenegovernment.com/department/socialserv/

Hamilton County DSS

White Birch Lane · P.O. Box 725 · Indian Lake, NY 12842-0725
(518) 648-6131

Herkimer County DSS

301 North Washington Street · Site 2110 · Herkimer, NY 13350 ·
(315) 867-1222

Website:

www.herkimercounty.org/content/Departments/View/10

Jefferson County DSS

Human Services Building · 250 Arsenal Street · Watertown, NY
13601 · (315) 782-9030

Lewis County DSS

Outer Stowe Street · P.O. Box 193 · Lowville, NY 13367 ·
(315) 376-5400

Website: www.lewiscountyny.org/content/Departments/View/30?

Livingston County DSS

3 Murray Hill Drive · Mt. Morris, NY 14510-1699 ·
(585) 243-7300

Website: www.co.livingston.state.ny.us/dss.htm

Madison County DSS

North Court St. · P.O. Box 637 · Wampsville, NY 13163 ·
(315) 366-2211

Website: www.madisoncounty.org

Monroe County DSS

111 Westfall Road - Room 660 · Rochester, NY 14620-4686 ·
(585) 274-6000

Website: www.monroecounty.gov/hs-index.php

Montgomery County DSS

County Office Building · P.O. Box 745 · Fonda, NY 12068 ·
(518) 853-4646

Nassau County DSS

60 Charles Lindbergh Blvd · Uniondale, NY 11553-3656 ·
(516) 227-7474

Website: 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-Line:
(877) 472-8411 Outside NYC: (718) 557-1399

Website: www.nyc.gov/html/hra/html/home/home.shtml

NYC Administration for Children's Services · 150 William St. 18th Fl. · New York, NY 10038 · (212) 341-0900

Website: www.nyc.gov/acs

Niagara County DSS

20 East Avenue P.O. Box 506 · Lockport, NY 14095-0506 · (716) 439-7600

Website:

niagaracounty.com/departments.asp?City=Social+Services

Oneida County DSS

County Office Building · 800 Park Avenue · Utica, NY 13501-2981 · (315) 798-5733

Website:

www.ocgov.net/oneidacty/gov/dept/socialservices/dssindex.html

Onondaga County DSS

Onondaga Co. Civic Center · 421 Montgomery Street · Syracuse, NY 13202-2923 · (315) 435-2985

Website: www.ongov.net/DSS/

Ontario County DSS

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

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

Orange County DSS

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

Website:

www.co.orange.ny.us/orgMain.asp?orgid=55&storyTypeID=&sid=&

Orleans County DSS

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

Website: orleansny.com/SocialServices/dss.htm

Oswego County DSS

100 Spring Street · Mexico, NY 13114 · (315) 963-5000

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

Otsego County DSS

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

Website: www.otsegocounty.com/depts/dss/

Putnam County DSS

110 Old Route Six Center, Building #2 · Carmel, NY 10512-2110 · (845) 225-7040

Website: www.putnamcountyny.com/socialservices/

Rensselaer County DSS

133 Bloomingrove Drive · Troy, NY 12180-8403 · (518) 833-6000

Website: www.rensco.com/departments_socialservices.asp

Rockland County DSS

Building L · Sanatorium Road · Pomona, NY 10970 · (845) 364-3100

Website: www.co.rockland.ny.us/Social/

Saint Regis Mohawk Tribe Human Services Division

412 State Route 37 · Akwesasne, NY 13655 · (518) 358-2209

Saratoga County DSS

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

Web site: www.saratogacountyny.gov/departments.asp?did=150

Schenectady County DSS

797 Broadway · Schenectady, NY 12305 · (518) 388-4470 (518) 295-8334 Website: www.schenectadycounty.com/

Schoharie County DSS

County Office Building · P.O. Box 687 · Schoharie, NY 12157 · Website: www.schohariecounty-ny.gov/CountyWebSite/index.jsp

Schuyler County DSS

323 Owego Street · Montour Falls, NY 14865 (607) 535-8303

Website: www.schuylercounty.us/dss.htm

Seneca County DSS

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

Website:

www.co.seneca.ny.us/dpt-divhumserv-children-family.php

Steuben County DSS

3 East Pulteney Square · Bath, NY 14810 · (607) 776-7611

Website: www.steubencony.org/dss.html

St. Lawrence County DSS

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

Website:

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

Suffolk County DSS

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

Website: www.co.suffolk.ny.us/departments/socialservices.asp

Suffolk County DSS

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

Website: www.co.suffolk.ny.us/departments/socialservices.asp

Sullivan County DSS

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

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

Tioga County DSS

P.O. Box 240 · Owego, NY 13827 · (607) 687-8300

Website: www.tiogacountyny.com/departments/health/social_services/

Tompkins County DSS

320 West State Street · Ithaca, NY. 14850 · (607) 274-5252

Website: www.tompkins-co.org/departments/detail.aspx?DeptID=41

Ulster County DSS

1061 Development Court · Kingston, NY 12401-1959 · (845) 334-5000

Website: www.co.ulster.ny.us/resources/socservices.html

Warren County DSS

Warren Co. Municipal Center · 1340 State Route 9 · Lake George, NY 12845-9803 · (518) 761-6300

Website: www.co.warren.ny.us/phone.php#socsv

Washington County DSS

Municipal Building · 383 Broadway · Fort Edward, NY 12828 · (518) 746-2300

Website: www.co.washington.ny.us/Departments/Dss/dss.htm

Wayne County DSS

77 Water Street · P.O. Box 10 · Lyons, NY 14489-0010 · (315) 946-4881

Website: www.co.wayne.ny.us/departments/dss/dss.htm

Westchester County DSS

County Office Building #2 · 112 East Post Road · White Plains, NY 10601-5113 · (914) 995-5000

Website: www.westchestergov.com/health.htm

Wyoming County DSS

466 North Main Street · Warsaw, NY 14569-1080 · (716) 786-8900

Website: www.wyomingco.net/socialservices/main.htm

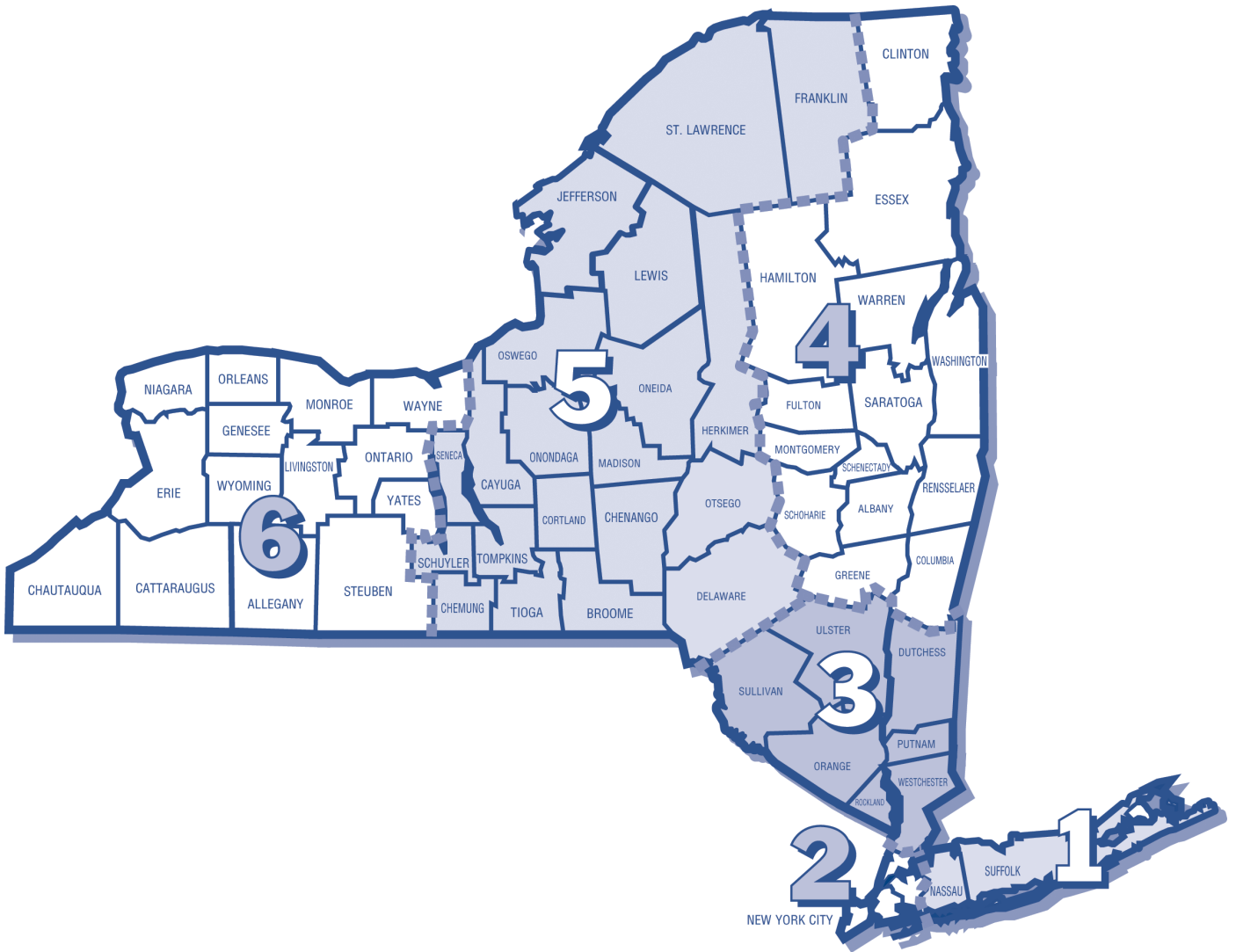
Yates County DSS

County Office Building · 417 Liberty Street, Suite 2122 · Penn Yan, NY 14527-1118 · (315) 536-5183

Website: www.yatescounty.org/upload/12/dss/frameset.html

CSEA REGIONS

Location of counties in each Region



Important CSEA Contact Information

CSEA Website www.csealocal1000.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 . . .518-782-1500 800-286-5242

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 x1311

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 press 3

Workers Comp./SS Disability/Personal Injury 800-342-4146 press 5

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 518-474-2987

Loans 518-474-4608

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

