



IMMIGRANT JUSTICE PROJECT
CITY BAR JUSTICE CENTER
42 W. 44TH STREET
NEW YORK, NY 10036

**ECONOMIC EMPOWERMENT
RESOURCE GUIDE**

**Version 4.0
Updated August 2019**

This publication was created by the City Bar Justice Center in January 2012.

The information and resources provided by this guide are solely for the convenience and assistance of its readers. This guide does not constitute legal advice. Readers seeking legal advice should consult an appropriately qualified attorney. The City Bar Justice Center does not endorse, and makes no representations or warranties regarding the information or services offered through or by the resources listed in this guide.

You may copy, reprint, publish, reproduce, or otherwise display materials from the City Bar Justice Center, excluding photos, for non-commercial purposes, provided that you attribute those materials appropriately and according to the City Bar Justice Center Reuse Policy, which can be found at www.citybarjusticecenter.org.

INTRODUCTION

The City Bar Justice Center increases access to justice by leveraging the resources of the New York City legal community. Drawing upon our relationship with the New York City Bar, the Justice Center provides legal assistance to those in need; mobilizes lawyers, law firms, corporate legal departments, and other legal institutions to provide pro bono legal services; educates the public on legal issues; fosters strategic relationships; and impacts public policy.

The Immigrant Justice Project (IJP) is one of the Justice Center's core initiatives. Since its inception, IJP has assisted hundreds of survivors of domestic violence with regularizing their immigration status in the United States. In 2002, the project expanded its mission in response to the passage of the Trafficking Victims Protection Act (TVPA).

IJP offers free legal assistance to immigrant survivors of violent crimes, including domestic violence, sexual assault, human trafficking, child abuse and other violent crimes as well as people seeking asylum. Volunteer attorneys assist these clients with the preparation of immigration applications to stabilize their immigration status. The project also provides assistance or referrals in civil and criminal matters as well as public benefits advocacy. IJP receives referrals from community-based organizations, law enforcement, and domestic violence and human trafficking organizations. Clients come from countries around the globe, including China, the Dominican Republic, India, Trinidad, Guyana, Great Britain, Colombia, Brazil, India, Nigeria, Russia, and many others. IJP staff trains attorneys, law enforcement, the judiciary, social service providers, healthcare professionals and others on human trafficking, domestic violence, and immigration remedies for crime victims.

This guide was developed to assist IJP's clients, but we feel it will benefit many other New Yorkers who are entering the job market for the first time, researching college or other educational programs, or looking to change careers. Some resources in this guide may be geared to a specific population, have income guidelines or other specific criteria. We strongly suggest calling ahead to make sure that the information here is accurate. We welcome your feedback, updates, and experiences using this guide. You can email us at iwc@nycbar.org or call 212-382-4711.

Suzanne Tomatore, Esq.
Director, Immigrant Justice Project

ABOUT THIS GUIDE

In our work assisting immigrant victims of violent crimes, we often refer clients to other legal and social service organizations. Our low-income clients experience a wide range of challenging legal, financial, and personal problems in addition to the immigration issues for which we provide direct assistance. We realized that a single resource compiling contact information for education and other services organizations serving low-income or immigrant populations would be extremely helpful for us in our work and for our clients.

While this guide is specifically intended to provide helpful information for immigrant victims of violent crimes, it provides useful information for low-income New York City residents generally. The information in this guide is current as of August 2019. However, we cannot guarantee that it remains current and strongly suggest that you call ahead in order to ensure that the organization and/or program listed is still in operation before recommending it to an individual in need. In addition, while the vast majority of services listed are provided free-of-charge to low-income New Yorkers, some may charge a low fee, and we have attempted to indicate any charges where they apply. Please see our website for the most current version of this guide: <http://www.citybarjusticecenter.org>.

This guide is not meant to specifically endorse any particular organization. The only motive in our decision as to whether to include a particular organization's information was whether we felt it could potentially provide a useful service for our clients. Thus, we cannot guarantee the quality of service provided by any of the organizations included in this guide.

TABLE OF CONTENTS

| | |
|---|-----------|
| A. FOUNDATIONAL EDUCATION | 6 |
| B. PUBLIC BENEFITS | 19 |
| C. JOB TRAINING & PLACEMENT | 22 |
| D. YOUR RIGHTS IN THE WORKPLACE..... | 37 |
| E. EMPLOYMENT AGENCIES & YOUR RIGHTS..... | 39 |
| F. PERSONAL FINANCE | 40 |
| G. FINANCIAL AID FOR HIGHER EDUCATION | 43 |
| H. SMALL BUSINESS RESOURCES | 48 |
| I. CHOOSING THE RIGHT CHILDCARE PROVIDER | 56 |

A. FOUNDATIONAL EDUCATION

Many of our clients are new to the United States and would like to learn English, a new skill, obtain a high-school equivalency diploma, or receive a certification that would allow them to apply for a better job. This section of the guide provides information on Basic Education (BE), English as a Second Language (ESL), and High School Equivalency (HSE)/TASC (formerly GED) test preparation classes. We also suggest calling 311 for additional ESL and TASC resources.

| Organization | Contact Information | Services Offered and Requirements |
|--|--|---|
| CITYWIDE | | |
| <p><u>NYC Office of Adult and Continuing Education</u> (Department of Education)</p> <p>Bronx Adult Learning Center</p> <p>Queens West Adult Learning Center</p> <p>Queens East Adult Learning Center</p> <p>Manhattan South (Below 119th Street) Adult Learning Center</p> <p>Manhattan North (Above 119th Street) Adult Learning Center</p> <p>Brooklyn East and South East Adult Learning Center</p> <p>Brooklyn West and South West Adult Learning Center</p> <p>Brooklyn North and Staten Island Adult Learning Center (Central Office)</p> | <p>https://www.schools.nyc.gov/enrollment/other-ways-to-graduate/adult-education/enroll-in-adult-education-classes General Info: (718) 638-2635</p> <p>BxALC (School 1) 3450 E. Tremont Ave, Rm. 323 Bronx, NY 10465 (718) 863-4057</p> <p>QALC (School 2) 27-35 Jackson Avenue, Flr. 3 Long Island City, NY 11101 (718) 361-9480</p> <p>Queens Transition Center (School 3) 142-10 Linden Boulevard Queens, NY 11436 (718) 558-2046</p> <p>Pathways to Graduation Complex (School 4) 269 West 35th Street New York NY 10018 (212) 868-1650</p> <p>MMALC (School 5) 212 West 120th Street New York, NY 10027 (212) 666-1919 or (212) 666-1920</p> <p>PS 13 Roberto Clemente (School 6) 557 Pennsylvania Avenue, Room 251 Brooklyn, NY 11207 (718) 240-2770</p> <p>John Ericsson Middle School 126 (School 7) 424 Leonard Street Brooklyn, NY 11222 (718) 384-5028</p> <p>BALC School 8 475 Nostrand Avenue Brooklyn, NY 11216 (718) 638-2635</p> | <p>FREE Ages 21+ Class times vary (call or check website for calendar)</p> <p>Courses Offered:</p> <ul style="list-style-type: none"> • English as a Second Language (ESL) • Basic Education (BE) • High School Equivalency (HSE) • Career and technical education |

| Organization | Contact Information | Services Offered and Requirements |
|---|---|--|
| City University of New York – CUNY | https://www2.cuny.edu/academics/academic-programs/model-programs/cuny-college-transition-programs/adult-literacy/ | FREE Courses vary across the campuses citywide; call the program or check the website to confirm course offerings and schedule |
| Bronx Community College (Bronx) | <i>Division of Continuing Education & Workforce Development</i> Gould Residence Hall, #410 2155 University Ave. Bronx, NY 10453 (718) 289-5834 | Courses offered: <ul style="list-style-type: none"> • English as a Second Language (ESL) • Basic Education (BE) • High School Equivalency (HSE)/TASC test preparation |
| Hostos Community College (Bronx) | <i>Adult Learning Center</i> 560 Exterior Street Bronx, NY 10451 (718) 518-6723 | Flyer with locations and a chart of course offerings: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/academics/academic-programs/model-programs/cuny-college-transition-programs/adult-literacy/locations/CUNY-HSE-ESOL-all-campuses-flyer-12-4-18.pdf |
| Lehman College (Bronx) | <i>Adult Learning Center</i> 250 Bedford Park Blvd. West Old Gym, #019 Bronx, NY 10468 (718) 960-8807 | |
| Brooklyn College (Brooklyn) | <i>Adult Literacy Program</i> 2900 Bedford Ave. 0118 Ingersoll Hall Brooklyn, NY 11210 (718) 951-4117 | |
| Kingsborough Community College (Brooklyn) | <i>Continuing Education</i> 2001 Oriental Blvd., #T231 Brooklyn, NY 11235 (718) 368-4870 | |
| Medgar Evers College (Brooklyn) | <i>Adult & Continuing Education</i> 1534 Bedford Ave. Brooklyn, NY 11216 (718) 804-8874 or (718) 804 8880 | |
| New York City College of Technology (Brooklyn) | <i>Adult Learning Center</i> 25 Chapel Street, 4th Floor Brooklyn, NY 11201 (718) 552-1140 | |
| Borough of Manhattan Community College (Manhattan) | <i>Adult Basic Education Programs</i> 25 Broadway, 8th floor New York, NY 10004 (212) 346-8890 | |
| City College of New York (Manhattan) | <i>Continuing & Professional Studies</i> 160 Convent Ave. Shepard Hall, Rm. 2 New York, NY 10031 (212) 650-7312 | |
| Hunter College (Manhattan) | <i>Hunter College SPELL Program</i> 695 Park Ave. New York, NY 10021 (212) 772-4620 | |

| Organization | Contact Information | Services Offered and Requirements |
|--|--|--|
| <p>LaGuardia Community College (Queens)</p> <p>Queensborough Community College (Queens)</p> <p>York College (Queens)</p> <p>College of Staten Island (Staten Island)</p> | <p><i>Adult Basic Skills Dept.</i> 29-10 Thomson Ave., Bldg C, #400 Long Island City, NY 11101 (718) 482-5385</p> <p><i>Center for Immigrant Education & Training</i> 29-10 Thomson Ave., #C-239 Long Island City, NY 11101 (718) 482-5460</p> <p><i>Dept. of English</i> 222-05 56th Ave. Bayside, NY 11364 (718) 631-6363 or 6371</p> <p><i>CUNY Center for Higher Education</i> 39-07 Prince Street, 2nd floor Flushing, NY 11355 (718) 640-9235</p> <p>York College Learning Center 94-43 160th Street Classroom Building, #CL-104 Jamaica, NY 11451 (718) 262-3860 or 3861</p> <p>Adult Learning Center 2800 Victory Boulevard Staten Island, New York 10314 (718) 982-2722</p> | |
| <p><u>Pathways to Graduation (P2G)</u></p> <p>Bronx Referral Center</p> <p>Downtown Brooklyn Referral Center</p> <p>Marcy Avenue Brooklyn Referral Center</p> <p>Manhattan Referral Center</p> <p>Queens Referral Center</p> <p>Staten Island Referral Center</p> | <p>http://p2g.nyc/ Referral Center Hotline: (218) 557-2525 Email: path2grad.org</p> <p>1010 Rev. James Polite Avenue, Room 436 Bronx , NY 10459 (718) 518-3320</p> <p>69 Schermerhorn Street Brooklyn , NY 11201 (718) 935-9457</p> <p>832 Marcy Avenue, 2nd Floor Brooklyn , NY 11216 (718) 636-5770</p> <p>269 West 35th Street, 11th Floor New York , NY 10018 (212) 244-1274</p> <p>162-02 Hillside Avenue Queens , NY 11432 (718) 739-2100</p> <p>450 St. Marks Place Staten Island , NY 10301 (718) 273-3225</p> | <p>FREE Ages 17-21 Mostly full time, limited late afternoon and evening options</p> <p>Courses offered:</p> <ul style="list-style-type: none"> • English as a Second Language (ESL) • Basic Education (BE) • High School Equivalency (HSE)/TASC test preparation • ESL and bilingual HSE/TASC preparation • At least 6 weeks to obtain diploma, depending on placement test and class attendance • College & Career Resource Centers (CCRC) to help you plan for the day after you graduate |

| Organization | Contact Information | Services Offered and Requirements |
|--|--|---|
| <u>Jewish Community Council of Greater Coney Island</u> | https://www.jccgci.org/our-services/vocational-support-systems/adult-literacy-programs/ Main Office: 3001 W 37th St. Brooklyn, NY 11224 (718) 449-5000 ext. 2237 Email: AdultLiteracy@jccgci.org Classes offered citywide. Call to find your nearest location. | FREE Ages 18+ Courses offered throughout the city during the day and evening <ul style="list-style-type: none"> • English for Speakers of Other Languages (ESOL) programs for all levels • Call or email for more information and to get eligibility/suitability requirements |
| BRONX | | |
| <u>New York Public Library</u> Allerton Library Bronx Library Center Castle Hill Library Clason's Point Library Grand Concourse Library High Bridge Library Hunts Point Library Jerome Park Library Kingsbridge Library Melrose Library Morris Park Library | https://www.nypl.org/education 2740 Barnes Avenue Bronx, NY, 10467 (718) 881-4240 310 East Kingsbridge Road Bronx, NY, 10458 (718) 579-4244 947 Castle Hill Avenue Bronx, NY, 10473 (718) 824-3838 1215 Morrison Avenue Bronx, NY, 10472 (718) 842-1235 155 East 173rd Street Bronx, NY, 10457 (718) 583-6611 78 West 168th Street Bronx, NY, 10452 (718) 293-7800 877 Southern Boulevard Bronx, NY, 10459 (718) 617-0338 118 Eames Place Bronx, NY, 10468 (718) 549-5200 291 West 231st Street Bronx, NY, 10463 (718) 548-5656 910 Morris Avenue Bronx, NY, 10451 (718) 588-0110 985 Morris Park Avenue Bronx, NY, 10462 (718) 931-0636 | FREE Ages 16+ Courses offered throughout the day at many NYPL locations. <ul style="list-style-type: none"> • ESL, Basic Education (BE), and English for Work classes • Classes are held year-round in 10-weeks cycles • Drop-in English conversation classes to speak with others who are also practicing English • Free technology and financial skills workshops • Extra-curricular programs and homework help resources for kids and teens. Library branches also offer services such as public computers, free Wi-Fi, scanners, and phones. Call or go online to attend an information session on ESL classes and other adult educational programming. |

| Organization | Contact Information | Services Offered and Requirements |
|--|--|---|
| <p>Mott Haven Library</p> <p>Mosholu Library</p> <p>Parkchester Library</p> <p>Pelham Parkway-Van Nest Library</p> <p>Wakefield Library</p> <p>West Farms Library</p> <p>Westchester Square Library</p> | <p>321 East 140th Street Bronx, NY, 10454 (718) 665-4878</p> <p>285 East 205th Street Bronx, NY, 10467 (718) 882-8239</p> <p>1985 Westchester Avenue Bronx, NY, 10462 (718) 829-7830</p> <p>2147 Barnes Avenue Bronx, NY, 10462 (718) 829-5864</p> <p>4100 Lowerre Place Bronx, NY, 10466 (718) 652-4663</p> <p>2085 Honeywell Avenue Bronx, NY, 10460 (718) 367-5376</p> <p>2521 Glebe Avenue Bronx, NY, 10461 (718) 863-0436</p> | |
| <p><u>Grace Outreach</u></p> | <p>www.graceoutreachbronx.org</p> <p>378 East 151st Street, 5th Floor Bronx, NY 10455 (718) 328-0580 or text GED123 to 25827 info@graceoutreachbronx.org</p> | <p>\$50 for new students, \$40 for returning students (includes TASC exam) Women, ages 18+ Full time, Monday-Friday</p> <ul style="list-style-type: none"> • TASC/high school equivalency courses (includes weekly career prep courses) • College preparation program assisting students with reading, writing, and math classes to take the college placement test at City University New York (CUNY) • Career development services |
| <p><u>Mercy Center</u></p> | <p>https://www.mercycenterbronx.org/adult-education-and-work-readiness</p> <p>Mercy Center Bronx 377 East 145th Street Bronx, NY 10454 (718) 993-2789</p> <p>Second Location 332 E 149th St, 8th Floor Bronx, NY 10451 (718) 942-9815</p> | <p>FREE Ages 18+ Classes change regularly. Check the website or call for current offerings.</p> <ul style="list-style-type: none"> • ESL classes (Beginning, Intermediate, and Advanced levels) • Workplace-contextualized ESL for hospitality and healthcare workers • Computer literacy HSE classes in English and Spanish • Financial literacy workshops |
| <p><u>SoBro: South Bronx Overall Economic Development Corporation</u></p> | <p>https://sobro.org/learn/adult-education/</p> <p>555 Bergen Avenue Bronx, NY 10455 (718) 292-3113</p> <p>669 Lenox Ave, 1st floor New York, NY 10030 (917) 463-3899</p> | <p>FREE Ages: 17-23</p> <ul style="list-style-type: none"> • HSE preparation classes for at-risk youth <p>Info session every Tuesday and Thursday at 9am (Subject to change, call to confirm).</p> |

| Organization | Contact Information | Services Offered and Requirements |
|--|---|---|
| <u>SUNY Bronx Educational Opportunity Center</u> | http://www.bronxeoc.org/academics.html 1666 Bathgate Avenue Bronx, New York 10457 (718) 530-7000 | FREE Ages 18+ Course schedule is subject to change; call to confirm <ul style="list-style-type: none"> • HSE courses are 15 weeks, 9am-3pm M-Th • College preparation courses at 12 week, 9am-3pm M-F • ESL courses are 12 weeks, morning or afternoon session, M-F |
| BROOKLYN | | |
| <u>The Arab-American Family Support Center</u> | https://www.aafscny.org/our-priorities/get-ready/ 150 Court St., 3rd Floor Brooklyn, NY 11201 (718) 643-8000 | FREE (donations encouraged) Ages 18+ Classes offered M-F, 9am-1pm <u>Adult Education and Literacy Program</u> <ul style="list-style-type: none"> • ESL (group classroom and individual tutoring) • American civics engagement classes to pass citizenship exam • Job readiness and career services |
| <u>Brooklyn Public Library-Adult Literacy</u> Bedford Library Adult Learning Center Central Library Adult Learning Center Eastern Parkway Library Adult Learning Center Flatbush Library Adult Learning Center New Lots Library Adult Learning Center Pacific Library Adult Learning Center | https://www.bklynlibrary.org/adult-learning 496 Franklin Avenue Brooklyn, NY 11238 (718) 623-2134 10 Grand Army Plaza Brooklyn, NY 11238 (718) 230-2191 1044 Eastern Parkway Brooklyn, NY 11213 (718) 778-9330 22 Linden Boulevard Brooklyn, NY 11226 (718) 856-2631 665 New Lots Avenue Brooklyn, NY 11207 (718) 257-0260 25 Fourth Avenue Brooklyn, NY 11217 (718) 638-1531 | FREE Ages 17+ Class schedules and programs vary by location; call to confirm. <u>Library Learning Centers</u> <ul style="list-style-type: none"> • Adult basic education • HSE courses and TASC exam preparation • Young Adult Literacy Program for ages 17-24 • ESL courses for all levels, including English for business • HSE preparation classes for adults and young adults • English classes and Business English classes |
| <u>Brooklyn Chinese-American Association</u> | www.bca.net 5000 8th Ave. Brooklyn, NY 11220 (718) 438-0008 | FREE All ages <ul style="list-style-type: none"> • BENL (Basic Education in Native Language), ESL, and BE classes • Family Literacy classes • Employment services such as resume writing, mock interviews, job placements, etc |
| <u>Brooklyn Adult Learning Center</u> | www.adultednyc.org 475 Nostrand Ave. Brooklyn, NY 11216 (718) 638-2635 | FREE Ages 21+ Class times vary (call or check website for calendar) <ul style="list-style-type: none"> • English as a Second Language (ESL) • Basic Education (BE) |

| Organization | Contact Information | Services Offered and Requirements |
|--|---|--|
| | | <ul style="list-style-type: none"> • High School Equivalency (HSE) • Career and technical education |
| <u>CAMBA</u> | http://literacycamba.org/ 885 Flatbush Avenue Brooklyn, NY 11226 (718) 940-3453 | FREE Ages 16+ <ul style="list-style-type: none"> • Basic literacy • ESL classes (all levels) • HSE prep courses • Computer literacy • Employment/career planning resources |
| <u>Council of Jewish Organizations of Flatbush</u> | www.cojoflatbush.org 1523 Avenue M, 3 rd Floor Brooklyn, NY 11230-5211 (718) 377-2900 | FREE Ages 18+ <ul style="list-style-type: none"> • ESL & Civics classes • HSE/TASC preparation courses • Job readiness/training/placement and career development services • Computer literacy classes • Financial services center |
| <u>Cypress Hills Local Development Corp.</u> | www.cypresshills.org Cypress Hills Academic Career Exploration (CHACE) Center 2836 Fulton Street Brooklyn, NY 11207-2650 (718) 235-8837 Employment Solutions 2930 Fulton Street, 2nd Floor Brooklyn, NY 11207-2762 (718) 676-1544 | FREE Ages 17-24 (limited availability for 25+) <ul style="list-style-type: none"> • HSE/TASC courses • Career development programs • Job/internship readiness training and placement |
| <u>Edith and Carl Marks Jewish Community House of Bensonhurst</u> | http://www.jchb.org/adults/ 7802 Bay Parkway Brooklyn, NY 11214 (718) 331-6800 | FREE Ages 18+ <ul style="list-style-type: none"> • ESL (beginner through advanced) Morning classes M-F, Evening class M-Th • Career counseling and vocational training • Women's center • Citizenship application assistance |
| <u>Imani House</u> | https://www.imanihouse.org/brooklyn-programs/adult-education 76A Fifth Avenue Brooklyn, NY 11217 (718) 638-2059 | FREE Ages 18+ Individual and group tutoring <ul style="list-style-type: none"> • Basic Literacy • ESL/ESOL • Pre-HSE/Basic Education • HSE Exam Preparation • Math Tutoring |
| <u>Kings Bay YM-YWHA</u> | https://www.kingsbayy.org/social-services/ 3495 Nostrand Ave. Brooklyn, NY 11229 Career Services: (718) 648-7703 ext. 227 ESL/Civics: (718) 648-7703 ext. 225 | FREE All Ages <ul style="list-style-type: none"> • ESL & CIVICS classes • Employment seminars & career advising • Financial counseling |
| <u>Community Based Programs at NYU Langone</u> | https://nyulangone.org/locations/family-health-centers-at-nyu-langone/community-based-programs-family-health-centers-at-nyu-langone | FREE Adult Education and Workforce Development <ul style="list-style-type: none"> • ESL classes • HSE and Basic Education |

| Organization | Contact Information | Services Offered and Requirements |
|--|---|--|
| | <p>nyu-langone</p> <p>6025 6th Ave. Brooklyn, NY 11220</p> <p>Adult Education: (718) 630-7150</p> <p>Young Adult Education (Ages 17-24): (718) 768-0778</p> | <ul style="list-style-type: none"> • Career counseling • Job Training <p><u>Young Adult Education</u></p> <ul style="list-style-type: none"> • Basic Education, Pre-HSE, and TASC exam preparation for adults 17+ • Free college preparation, advising, and application assistance • Paid internships to help young adults between the ages of 18 and 24 gain work experience and explore career options. |
| <u>Make the Road New York</u> | <p>https://maketheroadny.org/program/adult_literacy/</p> <p>310 Grove St., Brooklyn, NY 11237 (718) 418-7690</p> | <p>FREE</p> <p>Class times vary, call or register online</p> <ul style="list-style-type: none"> • Adult Literacy/Basic Education • ESL classes • HSE preparation • Computer literacy classes • Career-specific training programs |
| <p><u>Opportunities for a Better Tomorrow</u></p> <p>Sunset Park</p> <p>Bushwick/Williamsburg</p> | <p>https://obtjobs.org/programs/adult-services/</p> <p>Class times vary by location; call to confirm.</p> <p>783 Fourth Avenue Brooklyn, NY 11232 (718) 369-0303</p> <p>25 Thornton Street Brooklyn, NY 11206 (718) 387-1600</p> | <p>FREE</p> <p>Ages 18+</p> <ul style="list-style-type: none"> • Pre-HSE and HSE preparation classes • ESL classes • Computer literacy for English language learners • Job training and job placement assistance • Select job certification trainings |
| <u>Prospect Park YMCA</u> | <p>http://www.ymcanyc.org/prospectpark</p> <p>357 9th Street Brooklyn, NY 11215 (212) 912-2593</p> | <p>FREE</p> <p>Ages 16+</p> <p>Times vary by class; call to confirm</p> <p><u>New Americans Welcome Center</u></p> <ul style="list-style-type: none"> • Adult Literacy Education and ESL • Healthcare Careers and Workforce Preparation (ESL) • Intermediate ESL / Conversational English practice group • Citizenship preparation and Computer Literacy |
| <u>RiseBoro Community Partnership</u> | <p>www.riseboro.org</p> <p>555 Bushwick Ave, Brooklyn, NY 11206 (718) 821-0254</p> <p>217 Wyckoff Ave, Brooklyn, NY 11237 (718) 381-9653</p> <p>RiseBoro Youth Center 1474 Gates Ave, Brooklyn, NY 11237 (718) 381-9653</p> | <p>FREE</p> <p>Ages 21+</p> <ul style="list-style-type: none"> • Basic Education and pre-HSE Classes • ESL – all levels, including English conversation practice groups • HSE preparation |
| <u>Shorefront YM-YWHA</u> | <p>https://www.shorefrontny.org/community-support/esl-citizenship-vocational-services</p> <p>3300 Coney Island Ave.</p> | <p>FREE</p> <p>Ages 18+</p> <ul style="list-style-type: none"> • ESL classes (all levels) • Adult Basic Education • HSE/TASC Preparation |

| Organization | Contact Information | Services Offered and Requirements |
|--|--|--|
| | Brooklyn, NY 11235 (718) 646-1444 | <ul style="list-style-type: none"> • Young Immigrant ESL (for adults who entered the US before the age of 16) • Vocational Training • Citizenship Assistance |
| <u>SUNY Brooklyn Educational Opportunity Center</u> | http://www.acces.nysed.gov/hse/test-center/suny-brooklyn-eoc 111 Livingston St. Brooklyn NY 11201 (718) 802-3354 for HSE Testing Center (718) 802-3317 for Prep Program | FREE Ages 18+ <ul style="list-style-type: none"> • Pre-HSE and HSE preparation • TASC exam center • ESL classes (intermediate & advanced) • Various accelerated and regular job trainings |
| <u>Brooklyn Community Services: Turning Point</u> | www.tpbk.org Turning Point Education Center 423 39 th Street Brooklyn, NY 11232 (718) 360-8186 | FREE Ages 16+ <ul style="list-style-type: none"> • Pre-HSE and HSE classes • ESOL classes for English learners at all skill levels • HSE/TASC Exam Administration • College access counseling and CUNY prep classes • Career and job-readiness counseling and placement |
| MANHATTAN | | |
| <u>New York Public Library</u> | www.nypl.org | FREE Ages 16+ Courses offered throughout the day at many NYPL locations. <ul style="list-style-type: none"> • ESL, Basic Education (BE), and English for Work classes • Classes are held year-round in 10-weeks cycles • Drop-in English practice conversation classes with other English learners • Free technology and financial skills workshops • Extra-curricular programs and homework help resources for kids and teens. <p>Library branches also offer services such as public computers, free Wi-Fi, scanners, and phones. Call particular branch to confirm services.</p> <p>Classes require registration ahead of time and attending an information session is recommended. Check the NYPL website or call to register.</p> |
| Aguilar Library | 174 East 110th Street New York, NY, 10029 (212) 534-2930 | |
| Bloomingdale Library | 150 West 100th Street New York, NY, 10025 (212) 222-8030 | |
| Chatham Square Library | 33 East Broadway New York, NY, 10002 (212) 964-6598 | |
| Fort Washington Library | 535 West 179th Street New York, NY, 10033 (212) 927-3533 | |
| Hamilton Fish Park Library | 415 East Houston Street New York, NY, 10002 (212) 673-2290 | |
| Hamilton Grange Library | 503 West 145th Street New York, NY, 10031 (212) 926-2147 | |
| Harlem Library | 9 West 124th Street New York, NY, 10027 (212) 348-5620 | |
| Inwood Library | 4790 Broadway New York, NY, 10034 (212) 942-2445 | |
| Jefferson Market Library | 425 Avenue of the Americas | |

| Organization | Contact Information | Services Offered and Requirements |
|--|--|--|
| <p>Mid-Manhattan Library at 42nd Street</p> <p>Muhlenberg Library</p> <p>Riverside Library</p> <p>Seward Park Library</p> <p>St. Agnes Library</p> <p>Tompkins Square Library</p> <p>Washington Heights Library</p> | <p>New York, NY, 10011 (212) 243-4334</p> <p>476 Fifth Avenue (42nd Street Entrance) New York, NY, 10018 (212) 340-0863</p> <p>209 West 23rd Street New York, NY, 10011 (212) 924-1585</p> <p>127 Amsterdam Avenue New York, NY, 10023 (212) 870-1810</p> <p>192 East Broadway New York, NY, 10002 (212) 477-6770</p> <p>444 Amsterdam Avenue (between West 81st and West 82nd Streets) New York, NY, 10024 (212) 621-0619</p> <p>331 East 10th Street New York, NY, 10009 (212) 228-4747</p> <p>1000 St. Nicholas Avenue New York, NY, 10032 (212) 923-6054</p> | |
| <p><u>Chinese American Planning Council</u></p> <p>Main Office</p> <p>Adult Literacy Program</p> | <p>www.cpc-nyc.org</p> <p>150 Elizabeth Street New York, NY 10012 (212) 941-0920</p> <p>165 Eldridge Street, 2nd Fl New York, NY 10002 (212) 941-0041 x 555</p> | <p>FREE Ages 18+, not currently in public school</p> <ul style="list-style-type: none"> • ESL and basic education classes • Job development workshops • College preparation and advising |
| <p><u>Community League of the Heights (CLOTH)</u></p> | <p>https://www.cloth159.org/adult-education</p> <p>500 West 159th Street New York, NY 10032 (212) 795-4779</p> | <p>FREE Age 18+ English and Spanish spoken</p> <ul style="list-style-type: none"> • ESL and basic education classes • HSE preparation (including bilingual assistance) • Basic computer skills |
| <p><u>Harlem Commonwealth Council, Inc.</u></p> | <p>https://www.harlemcommonwealth.org/adultliteracy</p> <p>361 West 125th Street New York, NY 10027 (212) 749-0900 ext. 124</p> | <p>FREE Ages 18+</p> <ul style="list-style-type: none"> • Adult literacy/basic education for English speakers • Pre-HSE and HSE preparation |
| <p><u>The International Center (Catholic Charities Community Services)</u></p> | <p>www.newintlcenter.org</p> <p>80 Maiden Lane, 14th Floor New York, NY 10038 (646) 794-3745</p> | <p>FREE</p> <ul style="list-style-type: none"> • Intensive English classes for all levels held throughout the year • ESL/Citizenship classes to help immigrants |

| Organization | Contact Information | Services Offered and Requirements |
|--|---|--|
| <u>Northern Manhattan Improvement Corporation</u> | http://www.nmic.org/AdultEducation.htm 45 Wadsworth Avenue New York, NY 10033 (212) 822-8300 | prepare for their naturalization exam FREE Ages 17+ for BE and HSE, 18+ for ESL <ul style="list-style-type: none"> • Adult Basic Education and HSE preparation classes • ESL for all levels, including English practice groups • College counseling • Career readiness/job training |
| <u>UJA Federation of New York</u> | https://www.ujafedny.org/get-info/for-you/j11/ 130 East 59th Street New York, NY 10022 (212) 980-1000 | A searchable database of Jewish organizations that offer community services, such as ESL and citizenship classes. Call for a personalized referral, or visit the webpage and click on Find Help . |
| QUEENS | | |
| <u>Queens Public Library Adult Learning Centers (ALC)</u> Central ALC Elmhurst ALC Flushing ALC Jeanne Elmezzi ALC Peninsula ALC Rochdale ALC Jackson Heights ALC | http://www.queenslibrary.org/services/adult-literacy/adult-learner-program 89-11 Merrick Blvd. Jamaica, NY 11432 (718) 990-0754 86-07 Broadway Elmhurst, NY 11373 (718) 699-3302 41-17 Main Street Flushing, NY 11355 (718) 661-1241 37-44 21st Street Long Island City, NY 11101 (718) 752-3723 92-25 Rockaway Beach Blvd, Rockaway Beach, NY 11693 (718) 945-7058 169-09 137th Avenue Jamaica, NY 11434 (718) 723-7662 35-51 81 Street Jackson Heights, NY 11372 (718) 899-2500 | FREE All ages (18+ for Adult Education classes) Class times vary by location. <ul style="list-style-type: none"> • ESL classes for all levels • Adult Basic Education • Pre-HSE and HSE preparation classes • TASC Testing • Citizenship exam preparation • Technology training and basic computer literacy |
| <u>Catholic Charities Queens Community Center</u> | https://www.ccbq.org/get-help/immigrant-integration/ 9-16 27th Avenue, 2nd Floor Astoria, NY 11102 (718) 722-6001 | FREE Ages 18+ <ul style="list-style-type: none"> • ESL/Civics for the citizenship exam • ESL classes for all levels of English learners • Job training and career preparation • Basic computer literacy • Financial literacy classes |
| <u>Chhaya Community Development Corporation</u> | http://chhayacdc.org/our-programs/ 37-43 77th Street, 2nd Floor | FREE All ages For New Yorkers of South Asian origin |

| Organization | Contact Information | Services Offered and Requirements |
|---|--|--|
| | Jackson Heights, NY 11372 (718) 478-3848 | <ul style="list-style-type: none"> • ESL classes (all levels) • Career workshops • Financial empowerment workshops |
| <u>Dominico-American Society of Queens</u> | http://www.dominicoamerican.org/ 40-27 97th Street Corona, NY 11368 (718) 457-5395 | FREE Ages 20+ Courses vary by time of year; call to confirm. <ul style="list-style-type: none"> • ESL classes (all levels) • Basic computer literacy • Job training |
| <u>Jacob A. Riis Neighborhood Settlement</u> | http://www.riissettlement.org/programs/immigrant-services/programs/ 10-25 41st Avenue Long Island City, NY 11101 General: (718) 784-7447 ESL: (718) 784-7447 Ext. 124 | FREE All ages <ul style="list-style-type: none"> • ESL classes (all levels) • Personalized case workers to connect students with HSE and job training resources |
| <u>The Arab-American Family Support Center</u> | https://www.aafscny.org/our-priorities/get-ready/ 37-10 30th Street, 2nd Fl. Queens, NY 11101 (718) 937-8000 | FREE (donations encouraged) Ages 18+ <u>Adult Education and Literacy Program</u> <ul style="list-style-type: none"> • ESL (group classroom and individual tutoring) • American civics engagement classes to pass citizenship exam • Job readiness and career services |
| STATEN ISLAND | | |
| <u>New York Public Library</u> <u>Dongan Hills Library</u> <u>New Dorp Library</u> <u>Port Richmond Library</u> <u>St. George Library Center</u> | www.nypl.org 1617 Richmond Road Staten Island, NY, 10304 (718) 351-1444 309 New Dorp Lane Staten Island, NY, 10306 (718) 351-2977 75 Bennett Street Staten Island, NY, 10302 (718) 442-0158 5 Central Avenue Staten Island, NY, 10301 (718) 442-8560 | FREE Ages 16+ <ul style="list-style-type: none"> • ESL, Basic Education (BE), and English for Work classes • Classes are held year-round in 10-weeks cycles • Drop-in English practice conversation classes with other English learners • Free technology and financial skills workshops • Extra-curricular programs and homework help resources for kids and teens. <p>Library branches also offer services such as public computers, free Wi-Fi, scanners, and phones. Call particular branch to confirm services.</p> <p>Classes require registration ahead of time and attending an information session is recommended. Check the NYPL website or call to register.</p> |
| <u>El Centro del Inmigrante</u> | http://elcentronyc.org/programs/education/ 1546 Castleton Ave 350 Port Richmond Ave Staten Island, NY 10302 (347) 825-2086 or (718) 420-6466 | FREE All ages <ul style="list-style-type: none"> • ESL classes (all levels) • HSE preparation in Spanish • Financial empowerment workshops <p>Class times vary; call to confirm.</p> |
| <u>Jewish Community Center of Staten Island</u> <u>Bernikow/Mid-Island JCC</u> | http://sijcc.org/esl/ ESL: (718) 508-3885 1466 Manor Road Staten Island, NY 10314 (718) 475-5200 | FREE Ages 18+, morning and evening classes <ul style="list-style-type: none"> • Beginner and intermediate ESL courses • Twice weekly over a 10 week period |

| Organization | Contact Information | Services Offered and Requirements |
|--------------------------------|--|--|
| Avis/South Shore JCC | 1297 Arthur Kill Road Staten Island, NY 10312 (718) 475-5270 | |
| Aberlin/North Shore JCC | 485 Victory Blvd Staten Island, NY 10301 (718) 475-5290 | |

B. PUBLIC BENEFITS

We recognize that many of our clients may have a need for cash assistance, food stamps, and Medicaid on their way toward economic empowerment. This section of the guide provides information relating to Welfare/Job Centers that service immigrants throughout New York City and accept applications for these three benefit programs. We recommend calling 311 for more information on the nearest appropriate office.

| Organization | Contact Information | Services Offered & Requirements |
|--|--|---|
| CITYWIDE | | |
| <u>Single Stop USA</u> | http://singlestopusa.org/services/connect-to-benefits/ 123 William Street, Suite 901 New York, NY 10038 (212) 480-2870 New York Helpline: 1 (800) 290-7189 | <u>Services</u> Single Stop is an easy-to-use benefits screener and referral database. Single Stop provides assistance in navigating public benefits such as health insurance, SNAP, cash assistance, housing programs, and local food pantries. They work with a network of partner organizations to connect clients with whatever assistance they need. You can either use their online tool to screen yourself for public benefits or choose a location near you and meet with a caseworker. |
| BRONX | | |
| <u>NYC Human Rights Administration (HRA)</u> Concourse #45 Job Center Crotona Job Center Family Services Call Center, Bronx Satellite* Fordham Job Center Hunts Point Job Center Rider Job Center | www.nyc.gov/hra Call 311 OR: 1365 Jerome Avenue Bronx, NY 10452 (929) 252-8991 1910 Monterey Avenue Bronx, NY 10457 (718) 901-5274 (929) 252-7308 847 Barretto Street, Bronx, NY 10474 (929) 252-4269 (718) 883-8296 2541-2549 Bainbridge Avenue Bronx, NY 10458 (71 8) 220-6622 847 Barretto Street Bronx, NY 10474 (929) 252-4277 (929) 252-4349 300 Canal Place Bronx, NY 10451 (718) 742-3811 | <u>Services</u> Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support. <u>Requirements</u> <ul style="list-style-type: none"> • Low income • Unemployed <i>*The Family Services Call Center primarily handles face to face recertifications and emergency walk-in activities for the Family Call Center's active child only cases whose payees are not in receipt of cash assistance.</i> |
| BROOKLYN | | |

| Organization | Contact Information | Services Offered & Requirements |
|--|--|---|
| <p><u>NYC Human Rights Administration (HRA)</u></p> <p>Bushwick Job Center</p> <p>Clinton Hill Job Center</p> <p>Coney Island Job Center</p> <p>Dekalb Job Center</p> <p>Family Services Call Center, Brooklyn Satellite*</p> <p>Michael J. Handy Veterans' Service Center**</p> <p>Southern Brooklyn #70 Job Center</p> | <p>www.nyc.gov/hra</p> <p>Call 311 OR:</p> <p>30 Thorton St. Brooklyn, NY 11206 (212) 331-4289 (212) 331-4280</p> <p>495 Clermont Ave Brooklyn NY 11238 (929) 221-1568 (929) 221-2809</p> <p>3050 West 21st Street Brooklyn, NY 11224 (929) 221-3856 (929) 221-3867</p> <p>500 Dekalb Avenue Brooklyn, NY 11205 (718) 636-2495 (929) 221-0643</p> <p>404 Pine Street, 3rd Fl. Brooklyn, NY 11208 (929) 221-8265/8270 (718) 883-8296</p> <p>25 Chapel Street, 6th Fl, Room 606 Brooklyn, NY 11201 (718) 473-8313 (718) 222-2430</p> <p>35 Fourth Avenue Brooklyn, NY 11217 (929) 252-3514 (929) 252-3512</p> | <p><u>Services</u></p> <p>Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Low income • Unemployed <p><i>*The Family Services Call Center primarily handles face to face recertifications and emergency walk-in activities for the Family Call Center's active child only cases whose payees are not in receipt of cash assistance.</i></p> <p><i>**The Michael J. Handy Veterans' Service Center primarily services cash assistance recipient cases in which at least one household member is a Veteran.</i></p> |
| MANHATTAN | | |
| <p><u>NYC Human Rights Administration (HRA)</u></p> <p>Dyckman Job Center</p> <p>East End Job Center</p> <p>Family Services Call Center, Manhattan Satellite*</p> | <p>www.nyc.gov/hra</p> <p>Call 311 OR:</p> <p>4055 10th Avenue New York, NY 10034 (212) 569-9627 (212) 569-9626</p> <p>2322 Third Ave. New York, NY 10035 (212) 860-2749 (212) 860-6801</p> <p>132 W. 125th Street New York, NY 10027 (212) 666-7566 (718) 883-8296</p> | <p><u>Services</u></p> <p>Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Low income • Unemployed <p><i>*The Family Services Call Center primarily handles face to face recertifications and emergency walk-in activities for the Family Call Center's active child only cases whose payees are not in receipt of cash assistance.</i></p> |

| Organization | Contact Information | Services Offered & Requirements |
|---|---|--|
| <p>St. Nicholas Job Center</p> <p>Union Square Job Center**</p> <p>Waverly Job Center</p> | <p>132 W. 125th Street New York, NY 10027 (212) 666-5678 (212) 666-5576</p> <p>109 E. 16th Street New York, NY 10003 (929) 252-5580 (929) 252-6363</p> <p>12 West 14th Street New York, NY 10011 (212) 620-9890 (212) 620-9224</p> | <p><i>**The Union Square Job Center primarily serves individuals identified as having significant barriers to employment and needing specialized services.</i></p> |
| QUEENS | | |
| <p><u>NYC Human Rights Administration (HRA)</u></p> <p>Family Services Call Center, Queens Satellite*</p> <p>Jamaica Job Center</p> <p>Queens Job Center</p> <p>Rockaway Job Center</p> <p>Refugee and Immigrant Service Center</p> | <p>www.nyc.gov/hra</p> <p>Call 311 OR:</p> <p>32-20 Northern Boulevard Queens, NY 11101 (718) 752-3937 (718) 883-8296</p> <p>165-08 88th Ave. Queens, NY 11101 (718) 523-2146 (718) 883-8250</p> <p>32-20 Northern Blvd, 5th Floor Queens, NY 11101 (718) 784-6043</p> <p>219 Beach 59th St. Queens, NY 11692 (718) 637-2144 (718) 637-2140</p> <p>32-20 Northern Boulevard Long Island City, NY 11101 (929) 221-4902</p> | <p><u>Services</u></p> <p>Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Low income • Unemployed <p>*The Family Services Call Center primarily handles face to face recertifications and emergency walk-in activities for the Family Call Center's active child only cases whose payees are not in receipt of cash assistance.</p> |
| STATEN ISLAND | | |
| <p><u>NYC Human Rights Administration (HRA)</u></p> <p>Richmond Job Center</p> | <p>www.nyc.gov/hra</p> <p>Call 311 OR:</p> <p>201 Bay St. Staten Island, NY 10301 (718) 556-7343 (718) 390-5103</p> | <p><u>Services</u></p> <p>Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Low income • Unemployed |

C. JOB TRAINING & PLACEMENT

This section of the guide provides information for training programs in various fields of employment. Please note that some of these programs do carry an enrollment fee. We suggest calling ahead to find out if there is any tuition assistance or assistance with book or supply fees.

| Organization | Contact Information | Services Offered & Requirements |
|---|--|---|
| CITYWIDE | | |
| <p><u>NYS Dept. of Labor – Division of Immigrant Policies & Affairs (DIPA)</u></p> | <p>https://labor.ny.gov/immigrants/index.shtm</p> <p>1 (877) 466-9757</p> <p>dipa@labor.ny.gov</p> | <p><u>Services</u></p> <ul style="list-style-type: none"> • Educates immigrant workers about their rights • Connects immigrant workers with Dep't of Labor services • Job Search information • Unemployment insurance information <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Immigrant workers • Unemployed |
| <p><u>Grant Associates</u></p> | <p>www.grantassociatesinc.com</p> <p>39 Broadway, 31st Floor New York, NY 10006 (212) 684-2700</p> | <p>FREE <u>Services</u></p> <ul style="list-style-type: none"> • Training & placement for displaced workers, unemployed workers & welfare recipients • Programs for people with disabilities & other barriers to employment • Youth programs • Training programs for Food Services, Office Solutions, Security, Driving, Retail, & Customer Service • Counseling for job retention after placement • Workshops on financial literacy, healthy lifestyles, safety and security, and family support • Professional development, resumé building, interviewing skills and computer skills classes |
| <p><u>NYC Department of Youth & Community Development (DYCD)</u></p> | <p>https://www1.nyc.gov/site/dycd/services/services.page</p> <p>2 Lafayette Street, 19th Floor New York, NY 10007 1 (800) 246-4646 or 1 (646) 343-6800</p> <p>Apply online to SYEP: application.nycsyep.com</p> | <p><u>Summer Youth Employment Program (SYEP)</u></p> <ul style="list-style-type: none"> • Ages 14-24 • Summer employment and educational opportunities • Participants work in a variety of entry-level jobs at government agencies, hospitals, summer camps, nonprofits, small businesses, law firms, museums, sports enterprises, and retail organizations. • Workshops on job readiness, career exploration, financial literacy and opportunities to continue education and social growth. • Specialized programming for disabled, foster care, runaway/homeless and court-involved youth are also available. <p><u>Young Adult Internship Program (YAIP)</u></p> <ul style="list-style-type: none"> • Ages 16-24 (not working and not in school) • Short-term internship opportunities • 14 weeks paid orientation, training and work • 9 months of follow-up services & assistance in permanent job, training, and educational |

| Organization | Contact Information | Services Offered & Requirements |
|--|---|---|
| | | <p>opportunities.</p> <ul style="list-style-type: none"> Placement in a wide range of industries, including construction, hospitality, healthcare, and retail. |
| <p><u>55-a Program - NYC Dep't of Citywide Administrative Services (DCAS)</u></p> | <p>http://www.nyc.gov/html/dcas/html/about/units.shtml</p> <p>1 Centre Street, 17th Floor New York, NY 10007 (212) 386-0257</p> | <p><u>Services</u></p> <ul style="list-style-type: none"> Places capable individuals in non-competitive civil service jobs for which they would normally have to pass a civil service exam to qualify. <p><u>Requirements</u></p> <ul style="list-style-type: none"> Be certified as having a mental or physical disability Be qualified to perform satisfactorily the duties of the position, with or without a reasonable accommodation meet the education and/or experience for the position sought |
| <p><u>Upwardly Global</u></p> | <p>www.upwardlyglobal.org</p> <p>505 8th Avenue, Suite 1601 New York, NY 10018 (212) 219-8828</p> <p>Also serves Westchester and Rockland county, Long Island, and Northern NJ.</p> | <p><u>Services</u></p> <ul style="list-style-type: none"> Networking, resume, interviewing, and cover letter assistance Coaching and assistance through job search Industry-specific licensing guides for those foreign certification <p><u>Requirements</u></p> <ul style="list-style-type: none"> Permanent resident/refugee/asylee/affirmative pending asylum status with full work authorization Bachelor's degree or higher from a non-U.S. institution Minimum of 2 years working experience outside the U.S. 5 years or less U.S. residency Have not worked in the U.S. in your professional field Possession of computer skills and intermediate English language skills Motivation and ability to participate in online or in-person training programs |
| <p><u>Goodwill Industries</u></p> | <p>https://www.goodwillnynj.org/what-we-do/job-seekers-and-employers</p> <p><u>GoodTemps:</u> 154 Lawrence Street, 4th Floor Brooklyn, NY 11201 (212) 986-9566</p> <p>400 Supor Blvd Harrison, NJ 07029 (973) 474-2051</p> <p><u>Career Pathways:</u> Brooklyn: (347) 381-6800 Queens: (718) 704-5901</p> | <p><u>GoodTemps Staffing</u></p> <ul style="list-style-type: none"> GoodTemps provides short- and long-term employment solutions for public and private sector employers throughout New York City, Long Island, Westchester, and New Jersey. 75% of their temps have disabilities or other barriers to employment <p><u>Workforce Development</u></p> <ul style="list-style-type: none"> Expert workforce development staff finds employment for job-seekers with all types of disabilities, chronically unemployed or underemployed adults and youth. Services include preparing individuals for work, assisting them with obtaining competitive jobs, and providing extensive follow-up to ensure they succeed. <p><u>Career Pathways</u></p> <ul style="list-style-type: none"> Helping individuals applying or receiving public assistance to get back on their feet. Workforce development programs prepare individuals to enter sector-based career pathways and achieve |

| Organization | Contact Information | Services Offered & Requirements |
|--|---|---|
| | | <p>sustainable employment.</p> <ul style="list-style-type: none"> • A referral from the New York City Human Resources Administration is required to participate. • These programs are customized to serve specific job seekers: Career Compass, Career Advance – Immigrants and Limited English Proficiency, and Youth Pathways are located in Brooklyn. Career Advance is located in Queens. |
| <p><u>NYC Department of Small Business Services - Workforce Career Centers</u></p> | <p>http://www.nyc.gov/html/sbs/wfl/html/about/about.shtml</p> <p>Call 311</p> | <p>FREE Ages 18+</p> <p><u>Services</u> Provide one-stop shopping for city's job-seekers, including:</p> <ul style="list-style-type: none"> • Career advisement • Job search counseling • Skills training • Job placement |
| <p><u>NYS Office of Temporary and Disability Assistance (OTDA) – Resources for Working Families</u></p> | <p>http://otda.ny.gov/workingfamilies/jobsearch.asp</p> <p>Call 311</p> | <p>OTDA promotes a number of work supports that you may qualify for if you are employed and having difficulty making ends meet. Through the Resources for Working Families Job Search Assistance, you can get access to:</p> <p><u>New York State Career Centers</u> The New York State Department of Labor provides services through a network of local centers and affiliate sites to help you find your next job or training for another job.</p> <p><u>CareerZone</u> A resource for youth to explore careers related to their strengths, skills and talents. Click on any of six major categories, and scroll to the bottom to find a list of occupations in that category. There is also information about STEM (Science, Technology, Engineering and Math) careers.</p> <p><u>JobZone</u> A free, one-stop online job search and career planning resource that helps adults make informed career decisions. JobZone provides information on 900 occupations, matched with the latest labor market information from the NYS Department of Labor.</p> <p><u>Job Placement Services</u> In New York State, the Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program provides employment and training services for recipients of Supplemental Nutrition Assistance Program (SNAP) benefits to help them toward self-sufficiency.</p> |
| <p><u>NYS Department of Labor Division of Employment and Workforce Solutions</u></p> <p>Apprenticeship Program</p> | <p>http://labor.ny.gov/dews-index.shtml</p> <p>75 Varick Street, 7th Floor New York, New York 10013 (212) 775-3354</p> | <p>FREE Ages 18+, 16 with parental permission</p> <p><u>Services</u></p> <ul style="list-style-type: none"> • Apprenticeship programs to learn a skilled occupation through paid on-the-job training with experienced workers |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|--|
| Career Centers | Career Centers are located throughout the city. Look up by zip code at the career center locator here: https://labor.ny.gov/career-center-locator/ | <ul style="list-style-type: none"> • Free career centers to help job-seekers in their search for employment • Specialized employment services for veterans |
| BRONX | | |
| <u>Hostos Community College – Allied Health Career Pipeline Program</u> | http://www.hostos.cuny.edu/Administrative-Offices/Continuing-Education-Department/General-Info 427 Walton Avenue, T-511 Bronx, NY 10451 (718) 664-2532 | FREE Ages 18+ The Allied Health Career Pipeline Program is an enhanced career-focused job training program for low-income populations to gain careers in the allied health professions. Requirements: <ul style="list-style-type: none"> • High School Diploma or HSE • Ability to pass a background check and drug screen • Meet income eligibility requirements • Legal work authorization • Ability to attend, fully participate in, and successfully complete all aspects of the program |
| <u>NYS Education Department: Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)</u> | http://www.acces.nysed.gov/vr 1215 Zerega Avenue Bronx, NY 10462 (718) 931-3500 | FREE Services <ul style="list-style-type: none"> • Vocational rehabilitation for individuals with disabilities • Vocational assessment and counseling, assistance with transition from school to work, job training & placement, job follow-up. |
| <u>Per Scholas</u> | https://perscholas.org/ 804 E 138th St #2 Bronx, NY 10454 (718) 991-8400 info@perscholas.org | FREE The organization provides training to low-income adults in help desk and tech support, networking administration and software testing. It works with companies to place trainees in apprenticeships and provides ongoing support for two years. Requirements: <ul style="list-style-type: none"> • Unemployed or employed in a part-time, minimum wage or other low-paying job • High school diploma or the equivalent. • Legal work authorization • English fluency • Ability to pass a basic academic assessment test. • Ability to attend classes full-time for the entire duration of the course. |
| <u>South Bronx Overall Economic Development Corporation</u> | https://sobro.org/work/ 555 Bergen Avenue Bronx, NY 10455 (718) 292-3113 (917) 463-3899 | FREE SoBRO's Career Development Department assists community residents in seeking and retaining employment through job-readiness training, skills trainings, and job placement services. Staff work with clients in one-on-one counseling sessions to evaluate interests and strengths, develop a job search and job |

| Organization | Contact Information | Services Offered & Requirements |
|--------------|---------------------|--|
| | | retention plan, and prepare their resume. Group classes teach in-demand vocational skills and prepare clients for on-the-job success. Once clients are job-ready, staff refer them to local employers to fill job openings and continue to assist them to retain employment. |

BROOKLYN

| | | |
|--|---|---|
| <p><u>Brooklyn Workforce Innovations</u></p> <p><u>Main Office</u> 621 Degraw Street Brooklyn, NY 11217</p> <p>Locations of the programs vary throughout Brooklyn; call to get more information.</p> | <p>http://www.bwiny.org/index.html</p> <p>Brooklyn Networks https://bwiny.org/brooklyn-networks/overview/ (718) 237-2017 x 150</p> <p>Brooklyn Woods https://bwiny.org/brooklyn-woods/overview/ (718) 389-3636</p> <p>Brooklyn Workforce Collaboration https://bwiny.org/brooklyn-workforce-collaboration/overview/# (718) 237-2017 x 122</p> <p>“Made in NY” Production Assistant Training Program https://bwiny.org/made-in-ny-pa-training-program/overview/ (718) 237-2017 x 145</p> <p>“Made in NY” Post Production Training Program https://bwiny.org/post/overview/ (347) 470-3231</p> <p>New York Drives https://bwiny.org/new-york-drives/overview/ (718) 237-2017 x 143</p> <p>Red Hook on the Road Training Program https://bwiny.org/red-hook-on-the-road/overview/ (718) 237-4846</p> | <p>FREE Ages 18+</p> <p><u>Technical Training Programs</u></p> <ul style="list-style-type: none"> • <u>Brooklyn Networks</u> is a 6-week, full-time Low Voltage Cable Installation Training and Job Placement Assistance. Students learn how to install the lines that run behind walls and ceilings that are hooked up to computers, telephones, broadcast cable and more. • <u>Brooklyn Woods</u> is a 7-week, full-time training program in woodworking skills, cabinetmaking and fabrication. Trainees learn how to safely and properly care for hand tools, power tools and woodworking machinery; shop production, finishing techniques and cabinet installation; shop math, measurement and mechanical drawing. • <u>The Brooklyn Workforce Collaboration</u> trains students for a specialized job and earn marketable skills that create long-term career potential. The types of jobs available depends on the employers we partner with. In the past, we have worked with employers to provide trainings in construction, food safety handling, welding, and more. • <u>The “Made in NY” PA Training Program</u> gives unemployed and low-income New Yorkers the chance to work on New York sets and build careers in this dynamic field of film and television production. • <u>The Post Production Training Program</u> is a five-week program that combines a thorough introduction to the post production industry with hands-on skills training in five commonly-used software applications for video editing and visual effects. After completing the program, trainees will be placed into positions with firms throughout the post production field. • <u>New York Drives</u> helps students obtain their driver’s licenses so they can access advanced training for a specific career path. The program is six weeks long. The first three weeks focus on strengthening students’ professional development skills, and the last three weeks on part-time driving lessons. After successfully passing their road tests, graduates enroll into one of BWI’s sector-based training programs leading to skilled employment. • <u>Red Hook on the Road</u> is BWI’s longest-running and largest training program. The program offers classroom-based and behind-the-wheel training leading to a NYS Class B Commercial Driver’s |
|--|---|---|

| Organization | Contact Information | Services Offered & Requirements |
|---|---|--|
| | | License (CDL). It helps hundreds of graduates each year access jobs as drivers of school buses, trucks, paratransit vehicles and other commercial vehicles that move people and products throughout the city. |
| <u>Brooklyn Public Library Business & Career Center</u> | http://www.bklynlibrary.org/locations/business 10 Grand Army Plaza Brooklyn, NY 11238 (718) 623-7000 | Business counseling, job search and résumé help, entrepreneurship programs, PowerUP! Business Plan Competition, tax preparation assistance and more FREE |
| <u>Catholic Charities of Brooklyn & Queens</u> | http://www.ccbq.org/ 191 Joralemon Street Brooklyn, NY 11201 (718) 722-6001 | <u>Summer Youth Employment Program (SYEP)</u> Catholic Charities offers a 6-week internship program for young adults ages 14-24 with placements in a variety of settings. Youth are selected by lottery, work 20-25 hours per week and are paid minimum wage. Staff facilitates an intensive job readiness orientation that focuses on professional identity, health and stress, financial literacy, and higher education, and hosts guest speakers and resource tables. SYEP Applications are available March-April every year. |
| <u>Center for Family Life in Sunset Park</u> Main Office Adult Employment Services | www.sco.org/programs/center-for-family-life/ 343 43 rd St. Brooklyn, NY 11231 (718) 788-3500 443 39th Street Brooklyn, NY 11232 (718) 438-9500 | FREE Must be a resident of Sunset Park Must not be currently enrolled in school Ages 18+ <u>Adult Employment Program</u> <ul style="list-style-type: none">• Employment preparation and counseling• Job search/placement assistance• Career workshops• Computer literacy training |
| <u>CAMBA</u> Main Office Workforce Development Office | www.camba.org 1720 Church Avenue, 2nd Fl. Brooklyn, NY 11226 (718) 287-2600 2244 Church Avenue Brooklyn, NY 11226 (718) 282-0108 x66104 | <u>Family Economic Success:</u> CAMBA provides counseling, education and advocacy services to families who face numerous barriers to achieving economic success. <u>Small Business Services:</u> CAMBA Small Business Services promotes economic revitalization by providing services specially tailored to the needs of entrepreneurs around New York City. <u>Workforce Development:</u> CAMBA offers a range of programs that guide unemployed people into the workforce, providing them with the tools to get jobs and to stay successfully employed. |
| <u>Council of Jewish Organizations of Flatbush</u> | www.cojoflatbush.org 1523 Avenue M, 3 rd Floor Brooklyn, NY 11230-5211 (718) 377-2900 | FREE Ages 18+ Employment education, skills training & job placement services. Programs providing job training, career development, and jobs. |
| <u>Cypress Hill Local Development Corporation</u> Main Office | https://www.cypresshills.org/career-education 625 Jamaica Avenue Brooklyn, NY 11208 (718) 647-2800 | FREE <u>CHAMPION Network</u> Join the CHAMPION Network by completing a 5-week core training that includes workplace skills and a certification course in your choice of one of three areas – ServSafe® Food Handlers Certification, Microsoft Office, |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|--|
| <p>CHAMPION Network Office</p> <p>COACH Office</p> <p>SYEP</p> | <p>2930 Fulton Street, 2nd Fl. Brooklyn, NY 11208 (718) 676-1544 ext. 111</p> <p>(718) 676-1544 ext. 105</p> <p>(718) 676-1544 ext. 112</p> | <p>or CDL driver's license. Programs also provide support on basic academic skills, career coaching and job placement assistance. Applicants may also qualify for a 100-hour paid internship.</p> <p><u>COACH</u> COACH is a paid internship program to help young adults ages 17 to 24 enter the workforce. Through COACH, young adults who have been disconnected from work and school for at least three months receive three weeks of job training and are placed in an 11-week paid internship where they gain skills and experience so they can move on to paid employment. Participants set educational and employment goals and work with staff to achieve them.</p> <p><u>Summer Youth Employment Program</u> The Summer Youth Employment Program (SYEP) provides New York City youth between the ages of 14 and 24 with paid summer employment for up to six weeks in July and August.</p> |
| <p><u>Edith and Carl Marks Jewish Community House of Bensonhurst</u></p> | <p>http://www.jchb.org/career-counseling-vocational-training/</p> <p>7802 Bay Parkway Brooklyn, NY 11214</p> <p>Suzana Gasparyan, Vocational Training Coordinator (718) 331-6800 ext. 166</p> | <p>FREE (some classes require refundable deposit) Ages 18+</p> <p><u>Career Counseling and Vocational Training</u></p> <ul style="list-style-type: none"> • Civil job exam readiness preparation. • Computer skills for beginners and for advanced users. • Accounting and Bookkeeping. • Medical billing and coding. • Commercial Driver License test preparation for Classes B and C. • Home Health Aide (HHA) certificate training. • Medical Assistant training. <p>Individual appointments for job placement services, such as resume preparation, skill training, and job search counseling are available.</p> |
| <p><u>Fifth Avenue Committee (FAC)</u></p> | <p>http://www.fifthave.org/</p> <p>621 DeGraw Street Brooklyn, NY 11217 (718) 237-2017</p> | <p>FREE Ages 19+</p> <p><u>Neighborhood Employment Services</u> Through its NES program, FAC provides direct job placement and counseling to approximately 250 low-income New Yorkers annually. NES offers job readiness education and vocational counseling; it cultivates employer relationships, makes careful placements, and provides ongoing supportive services to all participants.</p> |
| <p><u>Jewish Community Council of Greater Coney Island</u></p> | <p>http://www.jccgci.org/services/vocational-services/</p> <p>3001 West 37th St Brooklyn, NY 11224 (718) 449-5000 ext 2205 or email CareerPathways@jccgci.org</p> | <p>FREE Ages 18+</p> <p><u>Career Pathways II Vocational Training Program</u> The Career Pathways program gives TANF eligible young adults between the ages of 16 and 24 skills training in high-demand occupations that they need to prepare for successful employment. Programs provide comprehensive wraparound support services (such as resume preparation, interview skills and job search guidance), literacy</p> |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|---|
| | | assistance and post-employment follow-ups to ensure participants have achieved and retained employment. |
| <u>Make the Road New York</u> | www.maketheroadny.org 301 Grove Street Brooklyn, NY 11237 (718) 418-7690 | FREE <ul style="list-style-type: none">• Connects job seekers to extensive adult literacy programming to increase participants' earning potential and ability to secure citizenship and work authorization• Assistance with resume preparation, interview skills and job placement.• Training in specific sectors such as community health work.• Connects workers to jobs in existing and emerging industries through partnerships with hospitals, non-profits and labor unions. |
| <u>NYS Education Department: Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)</u> | http://www.acces.nysed.gov/vr 55 Hanson Place, 2nd Floor Brooklyn, NY 11217 (718) 722-6700 | <u>Services</u> <ul style="list-style-type: none">• Vocational rehabilitation for individuals with disabilities• Vocational assessment and counseling, assistance with transition from school to work, job training & placement, job follow-up. <u>Requirements</u> Individuals with disabilities |
| <u>Opportunities for a Better Tomorrow</u> Sunset Park Bushwick/Williamsburg Jamaica | www.obtjobs.org 882 3rd Avenue Suite 10-10NE, Unit 18 Brooklyn, NY 11232 (718) 369-0303 25 Thornton Street Brooklyn, NY 11206 (718) 387-1600 168-25 Jamaica Avenue, Suite 202 Jamaica, NY 11432 Tel: 718-526-2984 | FREE <u>Services for Adults (18+)</u> <ul style="list-style-type: none">• Free training simulates corporate office setting and imparts modern office skills through a disciplined training program• Services include computer & clerical training, GED if needed, and job placement assistance for one year. <u>Services for Young Adults (Ages 17-24)</u> <ul style="list-style-type: none">• Youth Education and Job Training Program• Young Adult Internship Program• Medical Administrative Assistant Training Program• Web Design and Coding Program |
| <u>Red Hook Initiative</u> | http://rhicenter.org/programs-2/youth-development/young-adults/ 767 Hicks Street Brooklyn, NY 11231 (718) 858-6782 | FREE Ages 18-24 Must be Red Hook resident <u>Employment Training</u> Employment training program that provides members the opportunity to gain basic professional skills to qualify for entry-level employment with external and internal paid job-training opportunities. Members improve their overall marketability by gaining new skills and work experience. For those young adults who are already job-ready, RHI provides support with job searches, creating resumes and cover letters, and with interview preparation. |

| Organization | Contact Information | Services Offered & Requirements |
|---|---|---|
| <u>SUNY Brooklyn Educational Opportunity Center</u> | http://www.acces.nysed.gov/hs/e/test-center/suny-brooklyn-eoc 111 Livingston St. Brooklyn NY 11201 (718) 802-3358 | FREE Ages 18+ Trainings offered in: <ul style="list-style-type: none"> • Computers and Networking Technology • Office Support • Computerized Bookkeeping • Medical Office Administration • Medical Billing & Coding • Microsoft Office Suite • Web Page Design & Maintenance. |
| MANHATTAN | | |
| <u>ATTAIN Lab at the Polo Grounds Community Center</u> | http://www.pgc.sunyeoc.org/ 2965 8th Avenue (156th St.) New York, NY 10039 (212) 234 -0408 | FREE <u>Services</u> <ul style="list-style-type: none"> • Computer classes and tech certifications • Academic, Technical, Employability and Life Skills training • Open lab with Internet access • Individual Tutoring • Help with resumes, cover letters, and job applications <u>Requirements</u> Low-income individuals |
| <u>Chinese-American Planning Council</u> | https://www.cpc-nyc.org/programs/workforce-development 150 Elizabeth St. New York, NY 10012 info@cpc-nyc.org (212) 941-0920 | FREE Ages 18+ <u>BuildingWorks Pre-Apprenticeship Training</u> <ul style="list-style-type: none"> • BuildingWorks Pre-Apprenticeship Program is a 6-week training program in collaboration with the New York City District Council of Carpenters Labor Technical College. • The program's goal is to prepare community members for careers in the skilled trades. Successful graduates enroll into unionized apprenticeship programs. • Services include training through a combination of classroom instruction and hands-on experiences. Graduates are also provided personalized support, employment counseling, and job placement assistance. Federal and state-level certificates are awarded to students who successfully pass licensing exams. <u>Career Center Services:</u> <ul style="list-style-type: none"> • Services for jobseekers include individual employment planning, resume writing and interview workshops, job referrals and placement, and post-hire support. Services for employers include recruitment, pre-screening, and retention supports. |
| <u>Coalition for the Homeless</u> | https://www.coalitionforthehomeless.org/our-programs/first-step-job-training/first-step/ 129 Fulton St, New York, NY 10038 (212) 776-2000 | FREE Ages 18+, women only <u>First Step Job Training Program</u> First Step offers six 14-week classes serving roughly 140 women per year. The curriculum includes over 100 hours of computer instruction, along with literacy workshops, |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|---|
| | | communication and interpersonal skills development, and other hands-on activities that give students a thorough and practical understanding of the job market and workplace. First Step also places students in internships with major corporations or non-profit organizations, and offers ongoing mentoring by experienced professionals. |
| <p><u>Community League of the Heights (CLOTH)</u></p> <p>Main Office</p> | <p>http://www.cloth159.org/</p> <p>500 W 159th Street New York, NY 10032 (212) 795-4779</p> | <p>FREE Ages 18+</p> <p><u>Job Readiness</u> Components of this program include interview preparation, resume writing, job search, activities that help people learn how to work in groups, improve communication skills, improve computer skills, understanding confidentiality and conflict resolution. Students have the opportunity to enter skills training programs, such as: Home Health Aide training, leading to HHA certification and job placement</p> |
| <p><u>Community Access, Inc.</u></p> <p>Main Offices</p> <p>HTH Advocacy Center</p> | <p>www.communityaccess.org</p> <p>2 Washington Street, 9th Floor New York, NY 10004 (212) 780-1400</p> <p>2090 Adam Clayton Powell Jr. Blvd 12th Floor New York, NY 10027 (212) 865-0775 ext. 2131</p> | <p><u>Howie the Harp Advocacy Center (HTH)</u> The HTH Peer Training Program provides an intensive classroom-based training and internship experience to train people in mental health recovery to work as Peer Providers in Human Services. With your full participation and commitment to our program, you will be able to:</p> <ul style="list-style-type: none"> • Establish and sustain your own self-directed recovery and care • Provide effective peer support services in Human Services • Choose, get, and keep competitive employment <p>Eligibility:</p> <ul style="list-style-type: none"> • Have a mental health diagnosis • Have earned a High school diploma (or GED/TASC equivalent) or more • NYC resident |
| <p><u>Fedcap</u></p> <p>Main Office</p> <p>Fedcap Home Care</p> <p>Vocational Rehabilitation</p> | <p>www.fedcap.org</p> <p>(212) 727-4200</p> <p>Home Care 633 Third Avenue, 6th Floor New York, NY 10017 (212) 727-4225 homecare@fedcap.org</p> <p>Vocational Rehabilitation 210 East 43rd Street New York, NY 10017 (212) 727-4327 rehabilitation@fedcap.org</p> | <p>FREE Ages 18+</p> <p><u>Home Health Aid Training</u></p> <ul style="list-style-type: none"> • Must be at least 18 years of age, able to read at the 6th grade level or higher; and undergo a free physical, drug screening, criminal background check, and an FBI fingerprint check. • FREE tuition (\$50 book fee) <p><u>Other Services</u></p> <ul style="list-style-type: none"> • Vocational rehabilitation: education & training in Culinary Arts, Hospitality, Custodial Services, Data Entry/Digital Imaging, Security, Mailroom and Messenger Services and Office Skills • Job placement in private sector or one of Fedcap's many outsourcing divisions |
| <p><u>Grace Institute</u></p> | <p>www.graceinstitute.org</p> <p>40 Rector Street, 14th Floor</p> | <p><u>Administrative Professionals (AP) Program, 12 weeks, including 6-week internship</u></p> |

| Organization | Contact Information | Services Offered & Requirements |
|--|---|---|
| | New York, NY 10006 (212) 832-7605 | <ul style="list-style-type: none"> • Office Technology: Outlook, Word, Excel, PowerPoint and Keyboarding • Administration: Calendaring and scheduling, coordinating travel arrangements, project management, budgeting and expense reports • Verbal and Non-verbal Communication • Professional Skills: Problem solving; time management; working in teams, workplace etiquette, managing up • Job Search: cover letter and resume support, LinkedIn profile, and interviewing skills <p><u>Patient Service Representative (PSR) Program, 8 Weeks</u></p> <ul style="list-style-type: none"> • Medical Office Administration: Managing phone calls/message, scheduling appointments, clinic prep/reconciliation, handling difficult interactions, insurance documentation, electronic health record, Epic • Job Search: cover letter and resume support, LinkedIn profile, and interviewing skills • Office Technology: Outlook, Word, and Keyboarding <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Women ages 18-64 • High school diploma or TASC (formerly GED) • Ability to speak and write English fluently • Work authorized • Ability and desire to attend the program full time (M-F, 9am-4pm) |
| <p><u>Job Search Central at the Science, Industry and Business Library (SIBL)</u></p> | <p>https://www.nypl.org/help/services/job-search-central</p> <p>188 Madison Avenue New York, NY, 10016 (917) 275-6975</p> | <p>Job Search Central provides services such as:</p> <ul style="list-style-type: none"> • Lectures and workshops on job search and resume writing • NYPL Job Portal • FREE career coaching <p>Career Coaching is a FREE service available to job seekers who wish to focus an existing job search strategy and/or gain insight on how to craft an effective self-marketing plan. Each session is comprised of a 50 minute meeting with a volunteer Job Coach at SIBL's Madison Avenue location.</p> |
| <p><u>Mechanics Institute</u></p> | <p>http://generalsociety.org/?page_id=82</p> <p>20 W 44th St. New York, NY 10036 (212) 840-1840 ext. 1</p> | <p><u>Services</u></p> <p>Mechanics Institute tuition-free programs in the building and construction trades include:</p> <ul style="list-style-type: none"> • Architectural Drafting • Electrical Technology • HVAC Systems • Plumbing Design • Project Management • Construction Documents & Design • Historic Preservation • Facilities Management <p><u>Requirements</u></p> <ul style="list-style-type: none"> • College transcript, high school diploma, or GED |

| Organization | Contact Information | Services Offered & Requirements |
|--|---|--|
| | | <ul style="list-style-type: none"> • Working English • Social Security Number (SSN) • A letter of employment from previous employer <p>Annual membership = \$75 Registration fee per semester = \$100</p> |
| <u>Murray Hill Institute</u> | <p>www.murrayhillinstitute.org</p> <p>243 Lexington Avenue New York, NY 10016 (646) 742-2853 email@murrayhillinstitute.org</p> | <p><u>Services</u> Conferences, seminars, & publications providing women with information and support to be positive influences in their professional lives & society</p> <p><u>Requirements</u> Women with a University degree</p> |
| <u>New Women New Yorkers</u> | <p>http://www.nywomenimmigrants.org/lead-program/</p> <p>Centre for Social Innovation 601 W 26th St., Suite 325, #99 New York, NY 10001 leadprogram@nywomenimmigrants.org</p> | <p><u>LEAD Program</u> A professional development program combining skills training, teamwork, and leadership development. Through a series of workshops, participants improve their computer and technology skills, learn how to write a great resume and LinkedIn profile, gain self-confidence and practice their interview and English communication skills, teamwork, public speaking, and more.</p> <p>It is open to young women immigrants between the ages of 16 and 35, and participation is completely FREE.</p> |
| <u>NEW (Nontraditional Employment for Women)</u> | <p>www.new-nyc.org/index.html</p> <p>243 West 20th Street, New York, NY 10011 (212) 627-6252</p> | <p>FREE Day and evening trainings available</p> <p><u>Services</u></p> <ul style="list-style-type: none"> • Prepares, trains, and places women in careers in the skilled construction, utility, and maintenance trades. • Technical as well as on-the-job training. • Offers holistic support upon job placement. • Wages in your first year will range from \$10-17. Once a woman completes the apprenticeship program, she can earn as much as \$45/hr. • Excellent medical benefits, pensions and paid annuities. <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Women ages 18+ • Legal work authorization • High school diploma or TASC • Interest in pursuing a skilled blue-collar career • Ability and will to perform 8 hours of physical work |
| <p><u>NYS Education Department: Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)</u></p> <p>Manhattan District Office</p> <p>Harlem Satellite Office</p> | <p>http://www.acces.nysed.gov/vr</p> <p>116 W 32nd St., 5th Floor New York, NY 10001 (212) 630-2300, 2302</p> <p>163 W. 125th St., 7th Fl.</p> | <p><u>Services</u></p> <ul style="list-style-type: none"> • Vocational rehabilitation for individuals with disabilities • Vocational assessment and counseling, assistance with transition from school to work, job training & placement, job follow-up. <p><u>Requirements</u> Individuals with disabilities</p> |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|--|
| | New York, NY 10027 (212) 961-4423 | |
| <u>Northern Manhattan Improvement Corporation</u> Main Office | https://www.nmic.org/education/career/ 45 Wadsworth Ave New York, NY 10033 (212) 822-8300 | <u>Services</u> <ul style="list-style-type: none"> • Workforce development training: certifications in construction, food service, health aid, and Microsoft Office • Job Readiness Training: Resume, interview, job search, and professional skills training. • Career Development: Paid internships and assistance finding and keeping a job. |
| <u>Year Up New York City</u> Main Office Wall Street Campus Borough of Manhattan Community College Campus | www.yearup.org/about-us/our-locations/new-york/ (212) 785-3340 Wall Street Campus 85 Broad Street, 6th Floor, New York, NY 10004 (212) 785-3340 Borough of Manhattan Community College 70 Murray Street, M1415, New York, NY 10007 | Year Up New York is a one-year, intensive training program that provides under-served young adults, ages 18-24, with a combination of hands-on skills development, coursework eligible for college credit, corporate internships, and wraparound support. <u>Requirements</u> <ul style="list-style-type: none"> • Ages 18-24 • High school graduate or GED recipient • U.S. Citizen, lawful permanent resident, or have an employment authorization card • Available 5 days a week (Mon-Friday) for the full year of the program |
| QUEENS | | |
| <u>Catholic Charities of Brooklyn & Queens</u> | https://www.ccbq.org/ 23-40 Astoria Boulevard Astoria, NY 11102 (718) 726-9790 | <u>Summer Youth Employment Program (SYEP)</u> <ul style="list-style-type: none"> • Catholic Charities offers a 6-week internship program for young adults ages 14-24 with placements in a variety of settings. Youth are selected by lottery, work 20-25 hours per week and are paid minimum wage. Staff facilitates an intensive job readiness orientation that focuses on professional identity, health and stress, financial literacy, and higher education, and hosts guest speakers and resource tables. SYEP Applications are available March-April every year. |
| <u>Chinese-American Planning Council</u> | https://www.cpc-nyc.org/programs/workforce-development 133-14 41 Avenue, 8th Fl. Flushing, NY 11365 (718) 358-8899 Information sessions on BuildingWorks, the Career Center, and the Hospitality Careers Training Program are held every Thursday at 10 AM. | FREE Ages 18+ <u>BuildingWorks Pre-Apprenticeship Training</u> <ul style="list-style-type: none"> • BuildingWorks Pre-Apprenticeship Program is a 6-week training program in collaboration with the New York City District Council of Carpenters Labor Technical College. • The program's goal is to prepare community members for careers in the skilled trades. Successful graduates enroll into unionized apprenticeship programs. • Services include training through a combination of classroom instruction and hands-on experiences. Graduates are also provided personalized support, employment counseling, and job placement assistance. Federal and state-level certificates are awarded to students who successfully pass licensing exams. <u>Career Center Services:</u> |

| Organization | Contact Information | Services Offered & Requirements |
|--|--|---|
| | | <p>Services for jobseekers include individual employment planning, resume writing and interview workshops, job referrals and placement, and post-hire support. Services for employers include recruitment, pre-screening, and retention supports.</p> |
| <p><u>Goodwill Bridges to Success</u></p> | <p>http://www.goodwillnynj.org/services/vocational-rehabilitation-services/bridges-success</p> <p>33-24-A Northern Blvd, 2nd Fl. Long Island City, NY 11101 (347) 649-3890</p> | <p><u>Services</u> 18 month time-limited program that helps Individuals on the spectrum prepare for work. Individuals learn the basic work skills necessary to prepare them for competitive employment in the community. Individuals work closely with the Community Developer who develops sites through volunteer and internships at various businesses of their choice and in their communities. Staff provides travel training and on site coaching to help the individuals succeed at their sites. Staff conducts role playing, mock interviews, counseling and social and communication activities. Staff works with the individuals to prepare their resumes and provide computer training.</p> <p><u>Eligibility</u> Individuals with an Autism Spectrum Disorder/Asperger's Syndrome</p> |
| <p><u>Job Information Center @ Central Library</u></p> | <p>http://www.queenslibrary.org/services/job-information/job-search-help/central</p> <p>89-11 Merrick Boulevard Jamaica, NY 11432 (718) 990-0700</p> | <p>FREE Visit the website to find out drop-in and open lab hours</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> • Computer classes in English and Spanish • Workshops in resume writing, job search, interview strategies, and small business skills • Free online training |
| <p><u>NYS Education Department: Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)</u></p> | <p>http://www.acces.nysed.gov/vr</p> <p>11-15 47th Avenue Long Island City, NY 11101 (347) 510-3100</p> | <p><u>Services</u></p> <ul style="list-style-type: none"> • Vocational rehabilitation for individuals with disabilities • Vocational assessment and counseling, assistance with transition from school to work, job training & placement, job follow-up. <p><u>Requirements</u> Individuals with disabilities</p> |
| <p><u>New Immigrant Community Empowerment</u></p> | <p>http://www.nynice.org/services</p> <p>71-29 Roosevelt Avenue, 2nd Fl. Jackson Heights, NY 11372 (718) 205-08796 info@nynice.org</p> | <p><u>NICE Community Job Center</u> A location where day laborers and contractors can come together to negotiate safe and dignified labor conditions and payment. The participants in the Jobs Center set the wages for the center, engage in the promotion of the Center and set the base wages.</p> <p><u>Workforce Development Training Program</u> NICE provides extensive access to health and safety trainings and certifications, such as the OSHA 10 in construction and general industry trainings. The program also provides other workforce development opportunities to people who often do not have access to labor unions or long-term employers who generally provide these often life-saving trainings.. These trainings improve workers' earning potential and access to jobs.</p> <p><u>Wage Theft Clinic</u></p> |

| Organization | Contact Information | Services Offered & Requirements |
|--|--|---|
| | | <p>Immigrant workers in New York City often work for bosses who underpay or refuse to pay their workers. Yet, many day laborers are unaware of their rights and protections under the New York State wage and hour laws, or may not know how to exercise them. The clinic provides workers with free legal counsel on unpaid wages and other workplace programs. It also provides workshops on topics such as Wage and Hour Law, How to File for Back Wages, Workplace Safety, Your Rights Before the Police and other topics.</p> |
| <p><u>Queens College Women & Work Program at the Mid-Manhattan Extension Center</u></p> | <p>www.qc.cuny.edu/community/womenwork/Pages/default.aspx</p> <p>Queens College - Women and Work 65-30 Kissena Boulevard Flushing, NY 11367 (718) 997-5000</p> | <p><u>Women & Work Program</u></p> <ul style="list-style-type: none"> • Women and Work is a FREE 14-week empowerment program for women aged 18 and over; the program focuses on job-skills and life-management training. • The curriculum focuses on personal and professional development, computer and technology skills, and literacy in the humanities. Classes are taught through interactive seminars, presentations and hands-on workshops. Women and Work's job-readiness classes include mock interviews, practice sessions, and guest speakers, including human resource specialists. <p>Requirements</p> <ul style="list-style-type: none"> • High school diploma or HSE exam • Working knowledge of English • Work authorization • Ability to commit to the entire program |
| STATEN ISLAND | | |
| <p><u>NYS Education Department: Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)</u></p> | <p>http://www.acces.nysed.gov/vr</p> <p>2071 Clove Road, Suite 302 Staten Island, NY 10304 (718) 816-4800</p> | <p><u>Services</u></p> <ul style="list-style-type: none"> • Vocational rehabilitation for individuals with disabilities • Vocational assessment and counseling, assistance with transition from school to work, job training & placement, job follow-up. |

D. YOUR RIGHTS IN THE WORKPLACE

This information in this section is meant to be a brief and basic overview of your rights as a worker in most professions in New York City. For more information, visit the website for the Occupational Safety and Health Administration (OSHA) at www.osha.gov, as well as the website for the New York State Office of the Attorney General at <http://www.ag.ny.gov/labor/your-rights-employee>. If you are a domestic worker, please see the table on the next page for a more specific list of your rights. All of the information given below is applicable to New York City workers ONLY and is subject to change.

| | |
|-----------------------|--|
| Minimum Wage | <ul style="list-style-type: none"> • Minimum wage in New York City is \$15/hour for non-tipped employees, and \$10/hour for tipped employees. • Minimum wage varies throughout the rest of the state, but will increase \$1 every year on December 31st until it reaches \$15/hour. • For organizations with 10 or fewer employees, the minimum wage in New York City currently \$13.50/hour, but will increase to \$15/hour on December 31, 2019. • For more information on the current minimum wage: https://www.ny.gov/new-york-states-minimum-wage/new-york-states-minimum-wage |
| Overtime | <ul style="list-style-type: none"> • Most employers in the state of New York are required to pay you 1.5 times the amount of your usual hourly wage for any hours you work in excess of 40 hours/week or 8 hours/day. |
| Payment schedule | <ul style="list-style-type: none"> • If you are a manual worker, you are entitled to be paid once per week, not more than one week after you earned the wages. • If you are a commission salesperson, you are entitled to be paid at least once per month. • If you are any other type of worker, you are entitled to be paid at least twice per month, on a regular payday designated in advance. |
| Meals and Break Time | <ul style="list-style-type: none"> • For employees whose shift is over six hours per day, your employer must give you at least a half hour of uninterrupted time to eat. There are other requirements as well, depending on the precise hours of your work shift. However, any breaks of over 20 minutes do not have to be paid. Breaks shorter than 20 minutes must be paid. |
| Wage Deductions | <ul style="list-style-type: none"> • Employers are permitted to make some lawful wage deductions, such as taxes, health insurance contributions, union dues and assessments, and some others. • Employers are NOT permitted to make wage deductions based on anything that is not required by law or authorized in writing by the employer AND for the benefit of the employee, including cash register shortages, breakage, to make you purchase a required uniform, etc. |
| Call-In Pay | <ul style="list-style-type: none"> • If your employer requests that you report for work outside your regular shift hours, you are entitled to “call-in pay” for at least 4 hours (3 hours if you work in the hospitality industry), or the number of hours in the regularly scheduled shift, whichever is shorter. |
| Uniforms | <ul style="list-style-type: none"> • It is lawful for an employer to require you to wear a uniform; however your employer may not charge you for it or deduct its cost from your pay. • Your employer is required to provide laundry services for your uniform free of charge, or pay you the legal amount of laundering it yourself. |
| Retaliation | <ul style="list-style-type: none"> • Your employer is not permitted to discriminate against you or retaliate based on a complaint you have made against them, either to the employer itself or a government agency. |
| Organizing and Unions | <ul style="list-style-type: none"> • You have the right to organize or join a union to take collective action to improve your working conditions. |
| Workplace Safety | <ul style="list-style-type: none"> • You are entitled to a workplace that does not compromise your safety or health. |
| Discrimination | <ul style="list-style-type: none"> • Your employer is not permitted to discriminate against you based on your age, creed, race, color, sex, sexual orientation, national origin, marital status, disability, status as a domestic violence victim, criminal or arrest record, or any predisposing genetic characteristic. |
| Worker’s Compensation | <ul style="list-style-type: none"> • Any injury or sickness that you suffer while working is covered by worker’s compensation insurance, which is paid for in full by employers. |
| Paid Leave | <ul style="list-style-type: none"> • You are entitled to paid sick leave in certain circumstances (call 311 and ask for the Department of Consumer Affairs to find out if your circumstances qualify). |
| Wage Denial | <ul style="list-style-type: none"> • Labor Laws protect all workers, and employers must pay all workers for all hours |

| | |
|--|---|
| | <p>worked, regardless of immigration status. This applies even if an employer knew or later learned that a worker does not have legal authorization to work. The Labor Bureau does not ask about immigration status and has recovered wages for workers regardless of that status.</p> <ul style="list-style-type: none"> • Employees have a right to sue to collect wages, but it is often more practical to complain to the Labor Standards Division of the New York State Department of Labor, which has many local offices around the state. To find the nearest office, you can check the Department of Labor’s website at https://www.labor.ny.gov/home/. |
|--|---|

DOMESTIC WORKERS’ RIGHTS IN THE WORKPLACE

The Domestic Workers’ Bill of Rights is a piece of legislation that was passed in 2010 to protect domestic workers, fundamental contributors to New York State’s economy who were often previously denied rights and protections under labor law. The following information is applicable **ONLY** to New York State workers and is subject to change.

| | |
|---------------------|---|
| Minimum Wage | <ul style="list-style-type: none"> • You are entitled to the same minimum wage as most other employees. Minimum wage in New York City is \$15.00/hour for non-tipped employees. For organizations with 10 or fewer employees, the minimum wage is currently \$13.50/hour, but will increase to \$15/hour on December 31, 2019. |
| Overtime Pay | <ul style="list-style-type: none"> • Employers are required to pay you 1.5 times the amount of your usual hourly wage for any hours you work in excess of 40 hours per week (44 hours/week for live-in workers). |
| Days of Rest | <ul style="list-style-type: none"> • You are entitled to one day of rest per week, or overtime pay if you agree to work on your day of rest. |
| Paid Leave | <ul style="list-style-type: none"> • You are entitled to three (3) paid days off per year after one year of working 30+ hours per week with the same employer. |
| Discrimination | <ul style="list-style-type: none"> • Your employer is not permitted to discriminate against you based on your age, creed, race, color, sex, sexual orientation, national origin, marital status, disability, status as a domestic violence victim, criminal or arrest record, or any predisposing genetic characteristic. |
| Harassment | <ul style="list-style-type: none"> • Your employer is not permitted to harass you sexually or on the basis of your gender, race, national origin, or religion. |
| Disability Benefits | <ul style="list-style-type: none"> • You may be entitled to temporary disability benefits as a part- or full-time worker. |

E. EMPLOYMENT AGENCIES & YOUR RIGHTS

We recognize that certain clients may choose to seek employment through an employment agency. In this section, we provide a description of New York City residents' rights when seeking employment through an agency. Please note that the following is a summary of information from the New York City's Department of Consumer Affairs' brochure, "Job Hunter's Bill of Rights," which is available in full at <https://www1.nyc.gov/assets/dca/downloads/pdf/businesses/Job-Hunter-Bill-of-Rights-English.pdf> (last visited August, 2019) If you know of an employment agency which violates any of these laws, rules, or regulations, please call 311.

Employment Agencies' Legal Requirements

| MUST | MAY | CANNOT |
|---|--|---|
| Provide a description of all jobs available for referral, and must include the employer's name & address, the wages, the work hours, services expected of employees, and agency fee. If they do not, call 311. | Charge a fee, either before finding you a job or as a percentage of your salary and the fees must not exceed maximums set out in NYS General Business Law. | Guarantee you that they will find you a job. |
| Show you the entire contract before you sign it. Be sure to read it in its entirety and very carefully. | | Refer you to a job that pays less than minimum wage. |
| Provide you with an agreement in writing, which must include all terms of the agreement, and must be signed by both you and the agency. | | Refer you to a job that does not pay overtime. |
| Be licensed by the NYC Department of Consumer Affairs. Look for this license in the agency's office. | | Ask about your nationality, age, marital status, or number of children. |
| Provide anyone seeking domestic work with a statement of their rights and the employer's responsibilities. | | |
| Return any fees charged if you decide to end your contract with them before they have found you a job. | | |

F. PERSONAL FINANCE

This section specifically addresses the area of personal financial literacy, providing information regarding classes designed to teach students to budget, save, and otherwise become financially empowered.

| Organization | Address & Contact Information | Services Offered & Requirements |
|---|---|---|
| CITYWIDE | | |
| <u>Neighborhood Trust Financial Partners</u> | <p>https://neighborhoodtrust.org/education-programs/</p> <p>530 West 166th Street, 4th Floor New York, NY 10032 (212) 927-5771, ext. 200</p> <p>FECs and Getting Ahead Partner Agencies are located throughout NYC. Call the main office to find your nearest location.</p> | <p>Services Neighborhood Trust works with clients to decrease their debt, increase their savings, improve their credit profile, and work towards long-term goals through a number of partnership programs</p> <ul style="list-style-type: none"> • <u>Pathways to Financial Empowerment</u> fosters financial inclusion for underserved communities by integrating financial counseling into credit union operations nationwide. • <u>New York City Financial Empowerment Centers</u> • <u>Getting Ahead Program</u> connects low-income New Yorkers to productive banking services, a financial plan, and a trusted relationship with an expert Financial Advisor. Courses are offered in English and Spanish. |
| <u>SAKHI for Southeast Asian Women</u> | <p>http://www.sakhi.org/programs/empowerment/</p> <p>Helpline: (212) 868-6741 Office Number: (212) 714-9153 contactus@sakhi.org</p> | <p><u>The Economic Empowerment Program</u> Program provides case management, workshops and trainings, and scholarships to women so that they can access public benefits, jobs, credit, banking and other forms of support so that they can reach their goals of self-sufficiency and safety.</p> <p>Eligibility Women</p> |
| <u>NYC's Department of Consumer Affairs - Office of Financial Empowerment</u> | <p>www.nyc.gov/html/ofe</p> <p>Main Office: 42 Broadway, 8th Floor New York, NY 10004</p> <p>Call 311 to set up a FREE one-on-one financial counseling appointment at the Financial Empowerment Center nearest to you.</p> | <p>Services The Office of Financial Empowerments seeks to increase access to high quality, low cost financial education and counseling.</p> <ul style="list-style-type: none"> • Free financial counseling at one of New York's Financial Empowerment Centers • Open a savings account with NYC Safe Start • Free tax prep assistance and tax credit information |
| <u>NYC Financial Empowerment Centers (FEC)</u> BRONX FEC at Catholic Charities HomeBase FEC at Phipps Neighborhoods Center | <p>https://www1.nyc.gov/site/dca/consumers/get-free-financial-counseling.page</p> <p>CALL 311</p> <p>2155 Blackrock Avenue Bronx, NY 10472</p> <p>1030 East 178th Street Bronx, NY 10460</p> | <p>NYC Financial Empowerment Centers provide FREE one-on-one professional, financial counseling and coaching to support your in reaching your goals.</p> <ul style="list-style-type: none"> • Reduce your debt • Understand your rights and responsibilities when it comes to student loans • Strengthen your credit score • Make saving a part of your routine • Balance a budget |

| | | |
|--|---|---|
| FEC at the Phipps Neighborhoods Opportunity Center | 3125 Third Avenue (at 159th Street) Bronx, NY 10451 | <ul style="list-style-type: none"> • Open a bank account • Separate personal and business finances |
| FEC at University Neighborhood Housing Program | 2715 Bainbridge Avenue Bronx, NY 10458 | Some FEC locations also offer classes in computer training, ESL/literacy instruction, HSE preparation, as well as family programs and some social services. Most branches serve English and Spanish speakers. Call 311 to make an appointment at the FEC nearest you. |
| BROOKLYN FEC at Bedford Stuyvesant Restoration Corporation | 1368 Fulton Street Brooklyn, NY 11216 | |
| FEC at Bedford Stuyvesant Restoration Corporation | 630 Flushing Avenue, 2nd Floor Brooklyn, NY 11206 | |
| FEC at CAMBA | 2244 Church Avenue, 4th Floor Brooklyn, NY 11226 | |
| FEC at Gregory Jackson Center for Brownsville | 519 Rockaway Avenue Brooklyn, NY 11212 | |
| MANHATTAN FEC at the Department of Consumer Affairs Licensing Center | 42 Broadway, Lobby New York, NY 10004 Languages: English | |
| FEC at Lower East Side People's Federal Credit Union (LESPFCU) | 37 Avenue B (corner of East 3rd Street) New York, NY 10009 | |
| FEC at Lower East Side People's Federal Credit Union (LESPFCU) – East Harlem Branch | 237 East 104th Street New York, NY 10029 | |
| FEC at Manhattan Legal Services | 1 West 125th Street, 2nd Floor New York, NY 10027 | |
| FEC at Midtown Community Court (MCC) | 314 West 54th Street (between 8th and 9th avenues) New York, NY 10019 | |
| FEC at Neighborhood Housing Services of New York City | 307 West 36th Street, 12th Floor (at 8th Ave) New York, NY 10018 | |
| FEC at Neighborhood Trust Financial Partners | 530 West 166th Street, 4th Floor New York, NY 10032 | |
| FEC at Northern Manhattan Improvement Corporation | 45 Wadsworth Avenue (between 175th and 176th streets) New York, NY 10033 | |
| QUEENS FEC at Catholic Charities HomeBase | 161-10 Jamaica Avenue, 5th Floor Jamaica, NY 11432 | |

| | | |
|--|---|--|
| FEC at Make the Road New York | 92-10 Roosevelt Avenue Jackson Heights, NY 11372 | |
| FEC At Urban Upbound | 10-38 41st Avenue Long Island City, NY 11101 | |
| STATEN ISLAND FEC at Lower East Side People's Federal Credit Union (LESPFCU) – North Shore Branch | 2 St Paul's Avenue Staten Island, NY 10301 | |

G. FINANCIAL AID FOR HIGHER EDUCATION

This section provides information regarding financial aid resources available to immigrants seeking higher education. Unlike the rest of this guide, the resources provided in this section are not New York City-based, but rather are general sources of information for immigrants seeking financial aid. Students can use the information in these resources to apply for financial aid from anywhere in the country.

The chart below also provides introductory information regarding the eligibility requirements for federal financial aid, which varies according to immigration status. As a general matter, all United States citizens and Lawful Permanent Residents (LPRs) are eligible for federal financial aid, as well as certain other non-citizens. Please note that eligibility for federal financial aid may be complicated for non-citizens and the table below is by no means a comprehensive resource. The Department of Education may require eligible non-citizens to document their eligibility through additional forms and processes. In addition, eligibility for certain forms of financial aid may vary from state-to-state depending upon the student’s immigration status. Finally, in some states, including New York, non-citizens may be eligible for in-state tuition at state universities and certain forms of private financial aid, such as private loans, even when they are not eligible for federal financial aid.

It is extremely important that this section be viewed as an introductory informational source only, and not be relied upon in any way when applying for financial aid. It is critical that immigrant students thoroughly research their personal immigration status as it relates to potential financial aid eligibility. All of the information below was obtained from the 2018-2019 Federal Student Aid Handbook, Volume 1 – Student Eligibility, Chapter 2: Citizenship, available in full at Information for Financial Aid Professionals, <https://ifap.ed.gov/fsahandbook/attachments/1819FSAHbkVol1Ch2.pdf> (last visited August, 2019).

Immigration Status Eligible for Federal Financial Aid

| Immigration Status | Details of Eligibility |
|---------------------------------------|---|
| <i>U.S. Citizen</i> | Generally eligible for all forms of federal financial aid. Department of Education (DOE) performs a match against the application with the Social Security Association (SSA) to confirm citizenship status. Note that U.S. citizens born abroad might fail the citizenship check with the SSA, unless they have updated their citizenship information. |
| <i>Legal Permanent Resident (LPR)</i> | Generally eligible for all forms of federal financial aid. DOE performs a match against the application with the Department of Homeland Security (DHS) and the SSA to confirm LPR status. Applicants must provide a valid Alien registration number (ARN) for the match to be successful. |
| <i>Conditional Resident Alien</i> | Eligible for aid if their documentation has not expired. Status can be proven with the forms I-551, I-94, I-94A, or a passport with an MRIV bearing the statement “Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year.” |
| <i>Refugee</i> | Refugees receive indefinite status and employment authorization, which continue unless revoked by the DHS or until LPR status is granted. Refugee status can be proven with forms I-94 or I-94A annotated with a stamp showing admission, the old Refugee Travel Document (Form I-571), or the newer U.S. Travel Document annotated with “Refugee Travel Document Form I-571. |
| <i>Victim of human trafficking</i> | Victims of human trafficking hold the same eligibility as refugees, but the Department of Health and Human Services (HHS), rather than DHS, is the certifying agency. These individuals may have an I-94 with a T1, T2, T3, or T COA code for principal, spouse, |

| | |
|---|--|
| | child, or parent, respectively. The spouse, child, or parent of such victim may also be eligible. |
| <i>Asylee</i> | Asylees receive indefinite status and employment authorization, which continue unless revoked by DHS or until LPR status is granted. Asylee status can be proven with the forms I-94 or I-94A with a stamp showing admission under Section 208 of the INA, or with the same travel documents described for refugees. |
| <i>Conditional entrant</i> | Refugees who entered the U.S. under the 7 th preference category of P.L. 89-236, or adjusted to LPR under that category. Status can be proven with the I-94 form with a stamp displaying “Section 203(a)(7)” and indicating that the person was admitted to the United States as a conditional entrant. NOTE: DHS stopped using this category on March 31, 1980; aid will not be given to applicants with their I-94 stamped with this status after that date. |
| <i>Person paroled into the U.S. for at least one year</i> | Such parolee must provide evidence (such as a valid pending LPR application) from DHS that they are in the U.S. for other than a temporary purpose and intend to become a citizen or LPR. Their documentation must have a stamp indicating that the student has been paroled into the United States for at least one year, with a date that has not expired (federal student aid cannot be disbursed after the document has expired). |
| <i>Cuban-Haitian Entrant</i> | As defined by Section 501(e) of the Refugee Education Assistance Act of 1980. Status can be proven with the forms I-94 and I94A. Students without I-94 documentation may have their status confirmed by a Customs and Border Patrol (CBP) stamp, showing class of admission and date admitted or paroled on their passport. NOTE that a document showing that the holder is a Cuban-Haitian entrant is valid even if the expiration date has passed. |
| <i>Self-petitioning, Suspension of deportation, and Cancellation of removal cases under the Violence Against Women Act (VAWA)</i> | DHS requires substantial documentation of each of these statuses in order to claim eligibility for federal financial aid. The children of the VAWA-status individual may also be eligible. <ul style="list-style-type: none"> • <u>Self-petitioning</u>: a <i>Form I-797 approval notice or “prima facie” finding notice of a Form I-360 self-petition</i> under VAWA makes an individual eligible for federal financial aid. If a prima facie notice is issued, it must not have expired. A Notice of Deferred Action is NOT sufficient documentation of a self-petitioner. • <u>Suspension of deportation</u>: a <i>non-expired immigration court order clearly indicating suspension of deportation</i> makes an individual abused under the VAWA eligible for federal financial aid. • <u>Cancellation of removal</u>: a <i>non-expired immigration court order clearly indicating cancellation of removal</i> makes an individual abused under the VAWA eligible for federal financial aid. |
| <i>Jay Treaty Status</i> | Under Section 289 of the Immigration and Nationality Act (INA), persons with at least 50% Native American blood who were born in Canada have the legal right to live and work indefinitely in the United States. Applicants should enter their ARN on the FAFSA, but are still eligible if they do not have an ARN. If the applicant does not have an ARN, that individual can prove eligibility with one or more of the following: a “band card” issued by the Band Council of a Canadian Reserve, or by the Department of Indian Affairs in Ottawa; birth or baptism records; an affidavit from a tribal official or other person knowledgeable about the applicant’s or recipient’s family history; and/or identification from a recognized Native American provincial or territorial organization. |

Immigration Statuses Ineligible for Federal Financial Aid

| Immigration Status | Details of Non-eligibility |
|--|---|
| <i>Family unity status</i> | Individuals granted relief under the Family Unity Program. Such individuals were previously eligible, but no longer are. |
| <i>Temporary residents</i> | Individuals allowed living and working in the U.S. under the Legalization or Special Agricultural Worker Program. Such individuals were previously eligible, but no longer are. |
| <i>Persons with Non-immigrant visas</i> | Includes those with work visas, students, visitors, and foreign government officials. Nonimmigrant visas include (but are not limited to) the F-1, F-2, or M-1 Student Visa, NATO Visas (NATO), A2 and A3 Visas, B-1 or B-2 Visitor Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series Visa, or a G series Visa. |
| <i>Illegal aliens under the legalization (also called the amnesty) program</i> | This program was established by the Immigration Reform and Control Act of 1986 (IRCA). These individuals were given documentation that allowed them to work while their application for permanent resident status was being processed, but they aren't eligible for aid unless their application was approved. |
| <i>Temporary Protected Status</i> | This is used for persons who are from countries that are in upheaval, but the status differs significantly from refugee or asylee because it provides no conversion to permanent resident status. |
| <i>Deferred Action for Childhood Arrivals (DACA)</i> | While students granted DACA are normally assigned a Social Security number, they are not eligible for Title IV aid. However, DACA status students may still be eligible for state or college aid, and submitting a FAFSA can help them access those other types of aid. To complete the FAFSA, DACA status students must enter their Social Security number and answer the "Are you a U.S. citizen?" question as "No, I am not a citizen or eligible noncitizen." After submitting the FAFSA, the student should check with the school's financial aid office to see what types of financial aid they may be eligible to receive. |
| <i>Applicants with a "withholding of removal" order</i> | This is used to protect a person from return to a country that threatens his or her life or freedom. This status is similar to asylee, but provides no pathway to permanent resident status. |
| <i>U-Visa holders</i> | U visa holders are not eligible for Title IV program funds. However, U-Visa holders may convert to LPR status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa. |

Additional Financial Aid Resources

| Organization | Address & Contact Information | Services Offered & Requirements |
|--|---|--|
| CITYWIDE | | |
| <u>10,000 Degrees</u> | http://www.10000degrees.org/ou/inside-scholarships/ | Provides links to several scholarships that do not require a Social Security Number to apply. Also provides lists of scholarships specifically for African American, Asian American, and Hispanic/Latino students. |
| <u>Big Future, College Board</u> | https://bigfuture.collegeboard.org/get-started/for-undocumented-students/questions-and-answers-about-paying-for-college | Provides information about colleges and universities, applying for financial aid and scholarships. |
| <u>City University of New York</u> | Various Locations in NYC http://www.cuny.edu/admissions/financial-aid/student-eligibility/resident-temp.html | Describes financial assistance available to undocumented students at CUNY as well as generally |
| <u>College Board</u> | http://professionals.collegeboard.com/guidance/financial-aid/undocumented-students | Advice for undocumented and immigrant students seeking financial aid |
| <u>College Board</u> | http://media.collegeboard.com/digitalServices/pdf/diversity/Repository-Resources-Undocumented-Students_2012.pdf | A guide of resources for undocumented students consisting of admissions details, financial aid and scholarship information as well as support organizations |
| <u>FinAid</u> | www.finaid.org/otheraid/undocumented.phtml | Provides information and resources for undocumented students on applying for financial aid and scholarships |
| <u>Free Application for Federal Student Aid</u> | www.fafsa.ed.gov | <p><u>Services</u> Various federal grants up to \$4,000 and loans (up to \$4,000 undergraduate and \$6,000 graduate) to pay for studies.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Be a U.S. citizen or have a valid Social Security Number (unless you're from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau). • Have certain other non-citizen immigration statuses • Be registered with Selective Service if you are male and 18 to 25 years of age (go to www.sss.gov for more information). • Have a high school diploma or an HSE Certificate or pass an exam approved by the U.S. Department of Education. • Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at a school that participates in the federal student aid programs. • Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study). • You must not owe a refund on a federal grant or be in default on a federal student loan. • You must demonstrate financial need (except for |

| | | |
|--|---|--|
| | | unsubsidized Stafford Loans). |
| <u>Geneseo Migrant Center</u> | www.migrant.net/migrant/scholarships | Provides links to several scholarships and financial assistance available to immigrants |
| <u>Goddard Riverside Community Center</u> | https://www.goddard.org/grcc/programs/ChildrenYouth/options/ | Program provides support to low-income and first-generation students who are interested in attending college or skill-specific certificate programs. |
| <u>Immigrants Rising</u> | https://immigrantsrising.org/resource/list-of-undergraduate-scholarships-new-york/ | Provides information about scholarships for undergraduate studies that don't require proof of citizenship or legal permanent residency. |
| <u>Let's Get Ready</u> | https://letsgetready.org/scholarship-resource-guide/ | List of scholarships available to undocumented immigrants |
| <u>Mexican American Legal Defense and Education Fund (MALDEF)</u> | https://www.maldef.org/wp-content/uploads/2018/11/2019-2020_MALDEF_Scholarship_Resource_Guide.pdf | Provides an extensive list of scholarships, including many that do not inquire about immigration status or require a valid social security number. |
| <u>My (Un)Documented Life</u> | https://mydocumentedlife.org/2016/09/12/scholarships-open-to-undocumented-students/ | Provides links to several scholarships available to undocumented immigrants. |
| <u>NY Gear UP</u> | https://gearup.ny.gov/students-overview | Programs that assist low income students enter and succeed in college |
| <u>Paul & Daisy Soros Foundation Fellowship for New Americans</u> | <p>www.pdsoros.org</p> <p>11 West 42nd Street, 3rd fl NYC, NY 10036 (212) 405-8234</p> <p>PDSoros@pdsoros.org</p> <p>Apply online</p> | <p>The Paul & Daisy Soros Fellowships for New Americans is a \$90,000 merit-based fellowship exclusively for immigrants and children of immigrants who are pursuing graduate school in the United States. The program draws nearly 1,800 applications annually for just 30 fellowships.</p> <p>Requirements:</p> <ol style="list-style-type: none"> <i>Status as a New American</i> <ul style="list-style-type: none"> Either a foreign born, naturalized USC or an LPR If neither, your parents must be foreign born <i>Age</i> <ul style="list-style-type: none"> Under 30 as of application date <i>Academic Standing</i> <ul style="list-style-type: none"> You must be a college senior in good standing or hold a bachelor's degree. If you are currently enrolled in a graduate program in the United States, you must be in your first or second year in that program. |

H. SMALL BUSINESS RESOURCES

This section provides information for low-cost or free programs specifically tailored to immigrant or low-income, small-business entrepreneurs.

| Organization | Contact Information | Services Offered & Requirements |
|---|---|--|
| CITYWIDE | | |
| <p><u>City Bar Justice Center - Neighborhood Entrepreneur Law Project</u></p> | <p>https://www.citybarjusticecenter.org/projects/neighborhood-entrepreneur-law-project/</p> <p>42 West 44th St. New York, NY 10036 (212) 382-6633</p> | <p><u>Provides free legal services related to:</u></p> <ul style="list-style-type: none"> • Business structure, forming a corporation, sole proprietorship, LLP or LLC; • Reviewing & negotiating commercial leases; • Protecting trademarks & copyrights;\Preparing sales & service contracts; • Dealing with employment law matters, including drafting & reviewing employment agreements; • Reviewing loan documents; and • Obtaining necessary city, state & federal licenses & registrations <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Small business owners from low to mid-range income • Owners of new or existing businesses located in NYC • Current yearly household gross income falls within CBJC guidelines • Insufficient funds to hire an attorney |
| <p><u>Accion East</u></p> | <p>www.accioneast.org/</p> <p>80 Maiden Lane, Suite 903 New York, NY 10038 (212) 387-0377</p> | <p><u>Services</u></p> <ul style="list-style-type: none"> • Micro-loans for specific types of small businesses • Assistance in multiple languages including Spanish, French, and English • Consulting for small businesses • Business-related workshops and events <p>To qualify for an Accion loan, you'll need to:</p> <ul style="list-style-type: none"> • Be no more than 30 days late on any bills, loans, credit cards, or any other payment. • Not have any mortgage-rate adjustments due during the term of the loan. • Not have declared bankruptcy in the past 12 months. • Not have had any late rent or mortgage payments in the past 12 months. • Not have gone through foreclosure in the past 24 months |
| <p><u>Grameen America</u></p> <p>Bronx</p> <p>Manhattan</p> <p>Queens</p> | <p>www.grameenamerica.com</p> <p>info@grameenamerica.org</p> <p>1345 Southern Boulevard Bronx, NY 10459 (718) 991-1023</p> <p>135 Post Avenue New York, NY 10034 (646) 429-8651</p> <p>4 Court Square #4 Long Island City, NY 11101</p> | <p><u>Services</u></p> <ul style="list-style-type: none"> • Provides members with opportunities for entrepreneurship through micro credit • Members must also have a personal savings account • Grant 6-12 months small business loans in conjunction with a minimum savings requirement <p><u>General Requirements</u></p> <p>Poor and/or immigrant women, earning less than \$10,000 annually or \$5,000 per individual in a family of 2 or more</p> <p><u>Initial Requirements</u></p> <ol style="list-style-type: none"> 1. Required to form a group of 5 members |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|--|
| | <p>(347) 808-0700</p> <p>72-16 Roosevelt Avenue 2nd Floor, Suite 2-R Jackson Heights, NY 11372 (646) 429-8651</p> <p>1597 Gates Avenue Flushing, NY 11385 (718) 366-4086</p> | <ol style="list-style-type: none"> 2. Must be able to trust each other 3. Only one member per household may apply 4. Close relatives (mothers, sisters, aunts, or in-laws) are not allowed to be members of the same group 5. Each member must have a personal savings account with GA. <p>There are also ongoing participatory requirements once a group is accepted.</p> |
| <p><u>Legal Aid Society – Community Development Project</u></p> | <p>http://www.legal-aid.org/cdp/Small%20business.htm</p> <p>230 East 106 Street New York, New York 10029 (212) 426-3000</p> | <p>CDP’s low-income entrepreneur clients receive assistance in choosing the appropriate business form, incorporation, tax, real estate, securing loans to preserve and expand their businesses, regulatory compliance, employment and intellectual property. By fostering the creation of small businesses, CDP aims to increase the income and stability of low-income entrepreneurs, and to create jobs and economic activity that will benefit the community as a whole.</p> <p>The CDP requires its clients to have a business plan, though it need not be a sophisticated or lengthy document.</p> |
| <p><u>SCORE</u></p> | <p>www.score.org</p> <p>Various locations at public libraries and other locations throughout New York City</p> <p>Call (212) 264-4507 or visit https://www.score.org/find-location to find your nearest location.</p> | <p>SCORE, Counselors to America's Small Business, is a volunteer, non-profit association. Through FREE, individual in-depth counseling and training, SCORE volunteers help prospective and established small business owners and managers identify problems, determine the causes, and find solutions. SCORE also helps successful firms in planning for expansion.</p> <p>Any small business can obtain FREE, confidential help. Whether considering starting your own business, have a business that is experiencing problems, are ready to expand, or need some other type of advice, SCORE can help.</p> |
| BRONX | | |
| <p><u>Bronx Overall Economic Development Corporation</u></p> | <p>www.boedc.com</p> <p>851 Grand Concourse Bronx, NY 10451 (718) 590-6252</p> | <p>BOEDC is a nonprofit Economic Development Corporation created to support current and prospective Bronx businesses by making available below market rate loans. They also offer business services such as business planning, training, development and technical assistance for businesses at all stages of growth; technical assistance and tools for successful bidding; financing programs and services especially designed to help small businesses succeed; and workforce development assistance to improve training and reduce employee turnover.</p> |
| <p><u>NYC Department of Small Business Services – Business Solutions Centers</u></p> | <p>www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml</p> <p>Call 311</p> <p>Bronx Center 400 East Fordham Rd, 7th Fl. Bronx, NY 10458 (718) 960-7910</p> | <p>NYC Department of Small Business Services offers businesses in New York City nine free services to help them succeed through their NYC Business Solutions Centers:</p> <ol style="list-style-type: none"> 1. Business Courses – learn business skills 2. Legal Assistance – receive legal advice 3. Financing Assistance – access a loan 4. Incentives – access tax credits & other incentives 5. Navigating Government – cut through red tape 6. Recruitment – save money when hiring 7. Training – boost staff skills |

| Organization | Contact Information | Services Offered & Requirements |
|--|--|--|
| | | 8. Selling to Government – reach new customers 9. Certification – become M/WBE certified To make an appointment, please call your local NYC Business Solutions location at any time to schedule a meeting with an Account Manager. |
| <u>Project Enterprise</u> | www.projectenterprise.org 199 Lincoln Ave, 1 st Floor Bronx, NY 10454 (917) 819-3182 | Project Enterprise’s mission is to support and develop entrepreneurs and small businesses in under-resourced communities in New York City. PE works with entrepreneurs regardless of their prior business experience or current business status and is the only lender in New York City that does not require credit history, guarantors or collateral to provide financing. <u>Services</u> <ul style="list-style-type: none"> • Provides micro loans • Business development services • Networking opportunities |
| <u>Small Business Development Center - Bronx</u> | http://www.nyssbdc.org/index.aspx Lehman College Campus 250 Bedford Park Blvd., West Bronx, NY 10468-1589 (718) 960-8806/8697 | The mission of the SBDC is to provide professional business advisement, education, network resources and to advocate for small business and entrepreneurs. FREE services include international business development, entrepreneurial education, and services specifically dedicated to helping veterans, women, American Indians, and other minorities. |
| BROOKLYN | | |
| <u>Business Outreach Center Network (BOCnet) - Brooklyn</u> | http://www.bocnet.org North Brooklyn BOC 85 South Oxford St., 2nd Fl. Brooklyn, NY 11217 (718) 624-9115 | FREE small business services, including: <ul style="list-style-type: none"> • Starting-up • Business plan development • Access to financing • Credit counseling & financial management • Marketing • Import/export information • Technical and technology assistance • Licensing and permit information • Business recovery programs • Workforce development assistance • Entrepreneurial training • Business legal services • Micro-loans • Grants for low-income entrepreneurs English and Spanish spoken |
| <u>NYC Department of Small Business Services – Business Solutions Centers</u> | www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml Call 311 Brooklyn Center 9 Bond Street, 5th Floor, Brooklyn, NY 11201 (347) 296-8021 | NYC Department of Small Business Services offers businesses in New York City nine free services to help them succeed through their NYC Business Solutions Centers: <ul style="list-style-type: none"> • Business Courses – learn business skills • Legal Assistance – receive legal advice • Financing Assistance – access a loan • Incentives – access tax credits & other incentives • Navigating Government – cut through red tape • Recruitment – save money when hiring • Training – boost staff skills • Selling to Government – reach new customers |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|---|
| | | <ul style="list-style-type: none"> • Certification – become M/WBE certified <p>To make an appointment, please call your local NYC Business Solutions location at any time to schedule a meeting with an Account Manager.</p> |
| <u>Small Business Development Center - Brooklyn</u> | http://www.nyssbdc.org/index.aspx NYC College of Technology 25 Chapel Street, 11th Floor Brooklyn, NY 11201 (718) 797-0187 | The mission of the SBDC is to provide professional business advisement, education, network resources and to advocate for small business and entrepreneurs. FREE services include international business development, entrepreneurial education, and services specifically dedicated to helping veterans, women, American Indians, and other minorities. |
| MANHATTAN | | |
| <u>Business Center for New Americans</u> | http://www.nybcna.org/ 120 Broadway, Suite 230 New York, NY 10271 Maria Paulino – Training Coordinator - Spanish (212) 898-4127 Refugee Program (212) 898-4130 (212) 898-4126 (212) 898-4125 | Micro-loans <ul style="list-style-type: none"> • From \$500-\$35,000 for business startup or expansion • Fixed rate of 8% for loans above \$3,000 and 10% for loans \$3,000 and below • Very low application and closing fees (\$25-\$50) IDA Savings Program Monthly savings matched at 1:1 rate for (1) first home purchase or (2) microenterprise capitalization; up to \$2,000 per individual or \$4,000 per family Trainings <ul style="list-style-type: none"> • Personal financial management • First time home buyer's training • One-on-one advice and classes on business management and e-commerce Languages English, Spanish, Russian, Chinese, French, Creole, Bassa, Kru, Tibetan, Nepali, Vietnamese. |
| <u>Business Outreach Center Network (BOCnet)</u> Upper Manhattan BOC Chinatown/LES BOC | http://www.bocnet.org 57 Wadsworth Avenue New York, NY 10033-7048 (212) 795-1600 70 Mulberry Street, 3rd Floor New York, NY 10013 (212) 571-1692 | FREE small business services, including: <ul style="list-style-type: none"> • Starting-up • Business plan development • Access to financing • Credit counseling & financial management • Marketing • Import/export information • Technical and technology assistance • Licensing and permit information • Business recovery programs • Workforce development assistance • Entrepreneurial training • Business legal services • Micro-loans • Grants for low-income entrepreneurs <p>English and Spanish spoken (and Chinese & Vietnamese at the Chinatown/LES site)</p> |
| <u>Hot Bread Kitchen Incubates</u> | https://hotbreadkitchen.org/incubates/ 1590 Park Avenue New York, NY 10029 | Enterprise development program that supports start-up food entrepreneurs in launching scalable food businesses, with a particular focus on creating more paths to business ownership for low-income women and minorities. Program |

| Organization | Contact Information | Services Offered & Requirements |
|---|---|--|
| | (212) 369-3331 incubator@hotbreadkitchen.org | <p>members pay a yearly membership fee of \$500 to have access to flexible time in commercial kitchens at sliding scale rates, offering the opportunity to cook or bake their products without the expense of building and equipping their own commercial kitchens. Heavily subsidized membership fees and rental rates are available for applicants whose household income is no more than 250% of the federal poverty level. HBK Incubates also offers business and kitchen support programs specifically geared towards growing a start-up business.</p> <p><u>Services</u></p> <ul style="list-style-type: none"> • Access to industry, distribution and media relationships • 24/7 Access to a large, fully-equipped commercial kitchen facility • Assistance refining and scaling-up recipes • Training in efficient use of kitchen time • Hands-on coaching and management assistance • Workshops in business and culinary topics • Exposure to a vibrant and dynamic entrepreneurial environment • Partnership opportunities with other businesses in the incubator <p><u>Entrepreneurial Assistance Program (EAP)</u> If you aren't quite ready to enter the incubator program, consider joining EAP – a theory based program to provide instruction, training, technical assistance and support services to individuals who have recently started their own food or non food-based business.</p> |
| <p><u>NYC Department of Small Business Services – Business Solutions Centers</u></p> <p>Lower Manhattan Center</p> <p>Upper Manhattan Center</p> <p>Washington Heights Center</p> | <p>www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml</p> <p>Call 311</p> <p>79 John Street, 2nd Floor, New York, NY 10038 (212) 618-8914</p> <p>361 West 125th St, 2nd Floor New York, NY 10027 (212) 749-0900 ext. 125</p> <p>560 West 181st St, 2nd Floor New York, NY 10033 (212) 749-0900 ext. 126</p> | <p>NYC Department of Small Business Services offers businesses in New York City nine free services to help them succeed through their NYC Business Solutions Centers:</p> <ol style="list-style-type: none"> 1. Business Courses – learn business skills 2. Legal Assistance – receive legal advice 3. Financing Assistance – access a loan 4. Incentives – access tax credits & other incentives 5. Navigating Government – cut through red tape 6. Recruitment – save money when hiring 7. Training – boost staff skills 8. Selling to Government – reach new customers 9. Certification – become M/WBE certified <p>To make an appointment, please call your local NYC Business Solutions location at any time to schedule a meeting with an Account Manager.</p> |
| <p><u>Small Business Development Centers – Manhattan</u></p> <p>Columbia-Harlem SBDC</p> <p>Midtown Manhattan SBDC</p> | <p>http://www.nyssbdc.org/index.aspx</p> <p>Columbia University 3022 Broadway, 310 Uris Hall New York, NY 10027-6902 (212) 854-6444</p> <p>Baruch College, Field Center 55 Lexington Ave Room 2-140</p> | <p>The mission of the SBDC is to provide professional business advisement, education, network resources and to advocate for small business and entrepreneurs. FREE services include international business development, entrepreneurial education, and services specifically dedicated to helping veterans, women, American Indians, and other minorities.</p> |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|---|
| <p>Manhattan SBDC</p> | <p>New York, NY 10010-2318 (646) 312-4790</p> <p>Pace University 163 William Street, Room 328 New York, NY 10038 (212) 618-6655</p> | |
| QUEENS | | |
| <p><u>Business Center for New Americans</u></p> | <p>http://www.nybcna.org/</p> <p>78-27 37th Ave Jackson Heights, NY 11372 (917) 330-2230 (718) 701-4110</p> <p>Maria Paulino – Training Coordinator - Spanish (212) 898-4127</p> <p>Refugee Program (212) 898-4130 (212) 898-4126 (212) 898-4125</p> | <p><u>Micro-loans</u></p> <ul style="list-style-type: none"> - From \$500-\$35,000 for business startup or expansion - Fixed rate of 8% for loans above \$3,000 and 10% for loans \$3,000 and below - Very low application and closing fees (\$25-\$50) <p><u>IDA Savings Program</u></p> <p>Monthly savings matched at 1:1 rate for (1) first home purchase or (2) microenterprise capitalization; up to \$2,000 per individual or \$4,000 per family</p> <p><u>Trainings:</u></p> <ul style="list-style-type: none"> - Personal financial management - First time home buyer's training - One-on-one advice and classes on business management and e-commerce <p><u>Languages</u></p> <p>English, Spanish, Russian, Chinese, French, Creole, Bassa, Kru, Tibetan, Nepali, Vietnamese.</p> |
| <p><u>Business Outreach Center Network (BOCnet) - Queens</u></p> | <p>http://www.bocnet.org</p> <p>Queens BOC 96-11 40th Road, Ground Floor Corona, NY 11368 (718) 205-3773</p> | <p>FREE small business services, including:</p> <ul style="list-style-type: none"> • Starting-up • Business plan development • Access to financing • Credit counseling & financial management • Marketing • Import/export information • Technical and technology assistance • Licensing and permit information • Business recovery programs • Workforce development assistance • Entrepreneurial training • Business legal services • Micro-loans • Grants for low-income entrepreneurs <p>English and Spanish spoken</p> |
| <p><u>The Entrepreneur Space</u></p> | <p>www.entrepreneurspace.org</p> <p>36-46 37th Street Long Island City, NY 11101 (718) 392-0025</p> | <p>The Entrepreneur Space incubator is for small and start up businesses who need to leave the nest, but aren't quite ready to take on the obligations and cost of a full-fledged space with a long term lease. By providing new small businesses a commercial kitchen for rent and free or low cost business counseling, TES can help them succeed - so that one day they can find their permanent home.</p> <p>The heart of the Entrepreneur Space is the 5,500 square foot professional kitchen incubator. Kitchen clients can rent space by the shift on a 24/7 basis. Office and classroom</p> |

| Organization | Contact Information | Services Offered & Requirements |
|---|--|---|
| | | clients can rent by the month, and all clients have the opportunity to meet with business counselors, take classes and participate in networking events. |
| <p><u>NYC Department of Small Business Services – Business Solutions Centers</u></p> | <p>www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml</p> <p>Call 311</p> <p>Queens Center 168-25 Jamaica Ave, 2nd Fl Jamaica, NY 11432 (718) 577-2148</p> | <p>NYC Department of Small Business Services offers businesses in New York City nine free services to help them succeed through their NYC Business Solutions Centers:</p> <ol style="list-style-type: none"> 10. Business Courses – learn business skills 11. Legal Assistance – receive legal advice 12. Financing Assistance – access a loan 13. Incentives – access tax credits & other incentives 14. Navigating Government – cut through red tape 15. Recruitment – save money when hiring 16. Training – boost staff skills 17. Selling to Government – reach new customers 18. Certification – become M/WBE certified <p>To make an appointment, please call your local NYC Business Solutions location at any time to schedule a meeting with an Account Manager.</p> |
| <p><u>NYC Small Business Support Center</u></p> | <p>https://www1.nyc.gov/nycbusiness/article/nyc-sbsc</p> <p>90-27 Sutphin Blvd, 4th Fl. Jamaica, NY 11435</p> | <p><u>Assistance with:</u></p> <ul style="list-style-type: none"> • Financial & legal issues • Recruitment • Selling to the government • Licenses and permits • Violations |
| <p><u>Queens Economic Development Corporation</u></p> | <p>https://www.queensny.org/qedc</p> <p>120-55 Queens Blvd., Ste. 309 Kew Gardens, NY 11424 (718) 263-0546</p> | <p>QEDC's Business Services department assists entrepreneurs looking to start or grow their business by providing one-on-one consultations, business development workshops, training courses, and networking events. Small Business Advisors can help you in the following ways:</p> <ol style="list-style-type: none"> 1. START YOUR BUSINESS - Help register your business, apply for an EIN, and identify permits and licenses you will need to get started or grow. 2. PLAN YOUR BUSINESS - Provide information and resources to help you plan for your business in order to minimize risk and maximize your opportunities for success. 3. FINANCE YOUR BUSINESS - Assist in analyzing your qualifications for obtaining a loan, helping gather all necessary documentation, and preparing you before going to a lender in order increase the opportunity of obtaining financing in an expedited manner. <p>In addition to the above mentioned services QEDC can assist you with City & State M/WBE certification and serve as a referral source for CPA consultations and pro-bono legal services for qualified individuals.</p> |
| <p><u>Small Business Development Center – Queens</u></p> <p>Queens-LaGuardia SBDC</p> | <p>http://www.nyssbdc.org/index.aspx</p> <p>LaGuardia Community College 30-20 Thomson Avenue Long Island City, NY 11101 (718) 482-5303</p> | <p>The mission of the SBDC is to provide professional business advisement, education, network resources and to advocate for small business and entrepreneurs. FREE services include international business development, entrepreneurial education, and services specifically dedicated to helping veterans, women, American Indians, and other minorities.</p> |

| Organization | Contact Information | Services Offered & Requirements |
|--|---|---|
| Queens-York SBDC | City University Of New York York College, 94-50 159th St. Jamaica, NY 11451-9902 (718) 262-2880 | |
| STATEN ISLAND | | |
| <u>Business Outreach Center Network (BOCnet) – Staten Island</u> | http://www.bocnet.org Staten Island BOC 705 Forest Avenue, 2nd Fl. Staten Island, NY 10310 (718) 816-4775 | FREE small business services, including: <ul style="list-style-type: none"> • Starting-up • Business plan development • Access to financing • Credit counseling & financial management • Marketing • Import/export information • Technical and technology assistance • Licensing and permit information • Business recovery programs • Workforce development assistance • Entrepreneurial training • Business legal services • Micro-loans • Grants for low-income entrepreneurs |
| <u>NYC Department of Small Business Services – Business Solutions Centers</u> | www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml Call 311 Staten Island Center 120 Stuyvesant Place, 3rd Floor, Staten Island, NY 10301 (718) 285-8400 | NYC Department of Small Business Services offers businesses in New York City nine free services to help them succeed through their NYC Business Solutions Centers: <ol style="list-style-type: none"> 19. Business Courses – learn business skills 20. Legal Assistance – receive legal advice 21. Financing Assistance – access a loan 22. Incentives – access tax credits & other incentives 23. Navigating Government – cut through red tape 24. Recruitment – save money when hiring 25. Training – boost staff skills 26. Selling to Government – reach new customers 27. Certification – become M/WBE certified <p>To make an appointment, please call your local NYC Business Solutions location at any time to schedule a meeting with an Account Manager.</p> |
| <u>Small Business Development Center – Staten Island</u> | http://www.nyssbdc.org/index.aspx College Of Staten Island 2800 Victory Blvd., Building 3A, Room 105 Staten Island, NY 10314-9806 (718) 982-2560 | The mission of the SBDC is to provide professional business advisement, education, network resources and to advocate for small business and entrepreneurs. FREE services include international business development, entrepreneurial education, and services specifically dedicated to helping veterans, women, American Indians, and other minorities. |

I. CHOOSING THE RIGHT CHILDCARE PROVIDER

This section of the guide provides options for parents who are seeking childcare for their young children. The Administration for Children’s Services (ACS) provides subsidized childcare to eligible families through two channels, *EarlyLearn NYC* (publicly funded programs) and vouchers for privately-run programs. You may also enroll your child in a privately-run program without the assistance of ACS or another government agency, but you should ensure that the program provides a clean, safe environment in which you feel comfortable leaving your child. To learn more about how to find the best program for you and your child, visit the NYC Child Care Resource & Referral Consortium’s “Guide to Finding Childcare,” available at <http://www.nyccrr.org/#!resources-for-parents/c1r1x> (last visited August, 2019). For more information about the different types of childcare and to find out if you are eligible for ACS subsidized childcare, see the table below.

| Subsidized Day Care | Private Day Care |
|---|--|
| <p>You may be eligible for FREE or low-cost subsidized child care if you can answer “yes” to at least one of the following questions:</p> <ul style="list-style-type: none"> • Are you working 20 hours or more a week? • Are you attending an approved school (high school, GED program or 2 year college) or training program? • Are you receiving preventive or protective services for your child? • Do you receive services such as cash assistance, TANF or public assistance?* <p>Families interested in subsidized child care should apply to be evaluated by ACS. Fill out a Child Care Application (call 311 to be sent an application) and contact programs in your area to discuss availability, program requirements and the needs of your child. You are encouraged to visit the child care programs in order to choose the best care for your child.</p> <p>Visit the following page to determine if you are eligible for subsidized child care: http://www1.nyc.gov/site/acs/early-care/eligibility-wizard.page</p> <p>*If you are currently receiving services through HRA such as cash assistance, TANF, or public assistance, you should apply for subsidized childcare directly at your job center.</p> | <p>If you are not eligible for a subsidized day care program, you can still use government resources to identify the best program for your child. The NYC Health Department regulates and inspects child care facilities and has an online search tool that allows you to locate child care centers by name, borough, neighborhood, or program type, compare your center to others across the city, and/or sign up for free text and email messages to receive updates about your child care provider. The directory lists all programs that have been issued permits by the Health Department, which includes Child Care Centers, School-Based Child Care and Summer Camps.</p> <p>Find a licensed child care program in your neighborhood by visiting: http://www1.nyc.gov/site/doh/services/child-care.page</p> |