



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

ECONOMIC EMPOWERMENT RESOURCE GUIDE

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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.

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INTRODUCTION

The mission of the City Bar Justice Center (“Justice Center”) is to increase 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 Justice Center’s projects are focused on three areas: Economic Justice, Immigrant Justice, and Access to Justice Innovations. The projects, complemented by a high-volume free legal hotline and a pro bono development clearinghouse, address the unmet need for legal services in New York City.

The Immigrant Women and Children Project (IWC) is one of the Justice Center’s core initiatives. The project began in 1996 in response to new developments in immigration law brought about by the 1994 Violence Against Women Act (VAWA). Since its inception, IWC has assisted hundreds of survivors of domestic violence with regularizing their immigration status in the United States. In 2002, IWC expanded its mission in response to the passage of the Trafficking Victims Protection Act.

IWC offers free legal assistance to immigrant survivors of violent crimes, including domestic violence, sexual assault, human trafficking, child abuse and other violent crimes. Volunteer attorneys assist these clients with the preparation of immigration applications to stabilize their immigration status. We also provide assistance or referrals in civil and criminal matters as well as public benefits advocacy. IWC 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. IWC staff also 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 IWC’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 Women & Children 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 October 2016. 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.

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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 HSE/TASC (formerly GED) test preparation classes. We also suggest calling 311 for additional ESL and TASC resources.

Location	Organization	Address & Contact Information	Services Offered and Requirements
Citywide	<u>NYC Office of Adult and Continuing Education</u>	http://schools.nyc.gov/communit/AdultEd/default.htm General Info: 718-638-2635	<ul style="list-style-type: none"> • BE & ESL classes • HSE preparation classes • Career and technical education <p>FREE Ages 21+ Class times vary</p>
	Bronx Adult Learning Center	3450 E. Tremont Ave, Rm. 323 Bronx, NY 10465 718-863-4057	
	Queens Adult Learning Center	27-35 Jackson Avenue, 3rd fl. Long Island City, NY 11101 718-361-9480	
	Mid-Manhattan Adult Learning Center	212 West 120th Street New York, NY 10027 212-666-1919 or 212-666-1920	
	OACE Central Office Brooklyn Adult Learning Center	475 Nostrand Avenue, Rm. 105 Brooklyn, NY 11216 718-638-2635	
	<u>City University of New York – CUNY</u>	http://www.cuny.edu/academic/s/conted.html	<p>FREE ESL, BE & HSE classes offered at 14 campus locations citywide.</p> <p>For more information, click “Adult Literacy” on the right hand side of the website.</p> <p>*BE classes require at least a 6th grade reading level; not all locations offer ABE classes.</p> <p>Not all locations offer every type of class. Call ahead to your nearest location to find out what they are offering.</p> <p>FREE Class times vary by location</p>
	Hostos Community College (Bronx)	500 Grand Concourse 718.518.6723	
	Bronx Community College (Bronx)	181st St. & University Ave. 718.289.5834	
	Lehman College (Bronx)	250 Bedford Park Blvd. 718.960.8807	
	Kingsborough Community College (Brooklyn)	2001 Oriental Blvd., T231 718.368.4870	
	New York City College of Technology (Brooklyn)	25 Chapel St., 4th Floor 718.552.1140	
	Medgar Evers College (Brooklyn)	1150 Carroll St., Rm. 218 718.270.6400	
	Brooklyn College (Brooklyn)	2900 Bedford Ave. 718.951.4117	
	Borough of Manhattan Community College (Manhattan)	25 Broadway, 8 th Floor 212.346.8890	
	Hunter College	695 Park Ave.	

	(Manhattan) City College of New York (Manhattan) LaGuardia Community College (Queens) York College (Queens) Queensborough Community College (Queens) College of Staten Island (Staten Island)	212.772.4620 138th St. & Convent Ave. 212.650.7312 · 212.650.7596 31-10 Thomson Ave. 718.482.5380 94-43 159th St., Rm. 104 718.262.3860 222-05 56th Ave. 718.631.6363/6371 2800 Victory Blvd. 718.982.2174	
	<u>Pathways to Graduation (P2G)</u> Bronx Referral Center Central Brooklyn Referral Center Downtown Brooklyn Referral Center Midtown Manhattan Referral Center Queens Referral Center Staten Island Referral Center	http://pathograd.org/ 1010 Rev. James Polite Avenue, Room 436 Bronx , NY 10459 718.518.3320 832 Marcy Avenue, 2nd Floor Brooklyn , NY 11216 718.636.5770 69 Schermerhorn Street Brooklyn , NY 11201 718.935.9457 269 West 35th Street, 11th Floor New York , NY 10018 212.244.1274 162-02 Hillside Avenue Queens , NY 11432 718.739.2100 450 St. Marks Place Staten Island , NY 10301 718.273.3225	<ul style="list-style-type: none"> • ESL & bilingual HSE preparation • Paid internships • Breakfast and/or lunch are provided at some sites to eligible students • Metrocards for all eligible students • College & Career Resource Centers (CCRC) to help you plan for the day after you obtain your diploma <p>FREE Ages 17-21 Full-time</p>
	<u>Jewish Community Council of Greater Coney Island</u>	www.jccgci.org Main Office: 3001 W 37th St. Brooklyn, NY 11224 718.449.5000 x2237 AdultLiteracy@jccgci.org Classes offered citywide. Call to find your nearest location.	<ul style="list-style-type: none"> • ESL/Business ESL & BE classes • HSE preparation classes • Job training & placement* for refugees, asylees, other specific immigrants (see website) • Technical training <p>FREE Ages 18+ Class times and locations vary</p> <p>*Services are available for refugees and asylees for up to five years from their date of arrival in the U.S. or when the status was granted (depending on the eligibility status).</p>
Bronx	<u>New York Public Library</u>	www.nypl.org	<ul style="list-style-type: none"> • ESL & BE classes

	<p>Mott Haven Library</p> <p>Parkchester Library</p> <p>Grand Concourse Lib.</p> <p>Hunt's Point Library</p> <p>Kingsbridge Library</p> <p>Bronx Library Center</p>	<p>321 East 140 St. 718.665.4878</p> <p>1985 Westchester Ave. 718.829.7830</p> <p>155 East 173rd St. 718.583.6611</p> <p>877 Southern Blvd. 718.617.0338</p> <p>291 West 231st St. 718.548.5656</p> <p>310 East Kingsbridge Rd. 718.579.4244</p>	<ul style="list-style-type: none"> • Drop-in English conversation classes • Technology classes • Employment & financial services • 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, photocopiers, and printers.</p> <p>FREE All ages (16+ for Adult Education classes) Class times vary by location</p>
	<p><u>Aspira of New York – Beacon Program</u></p>	<p>http://www.aspirany.org/content/aspira-beacon-community-centers</p> <p>Beacon @ MS343 345 Brook Avenue Bronx New York 10454 718.585.3353</p>	<ul style="list-style-type: none"> • ESL and general English classes <p>FREE Ages 21+ T/W/TH 6-9pm</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 718.328.6128 info@graceoutreachbronx.org</p>	<ul style="list-style-type: none"> • TASC (formerly GED) Education Center • College preparation program assisting students to enter CUNY, including classes in Reading, Writing, Math, and Research • Financial Aid application guidance • Career preparation and development services <p>\$50 for new students; \$40 for returning students Ages 18+ Full-time, M-F</p>
	<p><u>Mercy Center</u></p>	<p>www.mercycenterbronx.org</p> <p>377 East 145th Street Bronx, NY 10454 718.993.2789</p> <p>332 E 149th St, 8th Floor Bronx, NY 10451 718.942.9815</p>	<ul style="list-style-type: none"> • ESL classes <ul style="list-style-type: none"> ◦ Intensive ESL ◦ Civics ESL ◦ Hospitality ESL • Computer literacy classes • Financial literacy workshops • Networking opportunities for hospitality workers • HSE preparation classes <p>FREE (refundable book deposit) Ages 18+ Morning classes: T-F, 9-11:30 Evening classes: M-TH, 6:30-8:45 Classes offered in English and Spanish Classes change regularly. Check the website or call for current offerings.</p>
	<p><u>South Bronx Overall Economic Development Corporation</u></p>	<p>https://sobro.org/learn/adult-education/</p> <p>555 Bergen Avenue</p>	<ul style="list-style-type: none"> • HSE preparation classes <p>FREE Ages 18-23</p>

		Bronx, NY 10455 718.292.3113	Registration: Wednesdays at 9am
	<u>SUNY Bronx Educational Opportunity Center</u>	http://www.bronxeoc.org/academics.html 1666 Bathgate Avenue Bronx, New York 10457 718.530.7000	<ul style="list-style-type: none"> • ESL & BE classes • HSE preparation (reading, writing, math) • College preparation • Various accelerated and regular job trainings <p>FREE Ages 18+ Full-time, M-F</p>
Brooklyn	<u>Agudath Israel of America Community Services</u>	1577 Coney Island Ave. Brooklyn, NY 11230 212.809.5935 ext. 1	<ul style="list-style-type: none"> • ESL classes <p>FREE Ages 18+ Class times vary by level</p>
	<u>The Arab-American Family Support Center</u>	www.aafscny.org 150 Court St., 3rd Floor Brooklyn, NY 11201 718.643.8000 Nidal Alloubane nidal@aafscny.org 718.643.8000 ext. 27	<p><u>Adult Education and Literacy Program</u></p> <ul style="list-style-type: none"> • ESL • American civics and citizenship • Women's literacy classes <p>FREE (donations encouraged) Ages 18+ Classes offered M-F, 9am-1pm</p>
	<u>Brooklyn Public Library-Adult Literacy</u> Bedford Learning Center Central Library Learning Center Coney Island Library Learning Center Eastern Parkway Library Learning Center Flatbush Library Learning Center	www.brooklynpubliclibrary.org 496 Franklin Avenue 718.623.2134 10 Grand Army Plaza 718.230.2191 1901 Mermaid Ave. 718.265.3880 1044 Eastern Parkway 718.788.9330 22 Linden Blvd. 718.856.2631	<p><u>Library Learning Centers</u></p> <ul style="list-style-type: none"> • Basic Education classes for English-speaking adults • HSE preparation classes for adults and young adults • English classes and Business English classes <p>For more information, click the "Only at BPL" tab on the left hand side of the website homepage, then click "Adult Literacy."</p> <p>FREE Ages 18+ Class times vary by location</p>
	<u>Brooklyn Chinese-American Association</u>	www.bca.net 5000 8th Ave. Brooklyn, NY 11220 718.438.0008	<ul style="list-style-type: none"> • BENL (Basic Education in Native Language), ESL, and BE classes • Family Literacy classes • Employment Skills training classes • Employment services such as resume writing, mock interviews, job placements, etc <p>FREE All ages Full-time, M-F (some weekend classes offered)</p>
	<u>Brooklyn Adult Learning Center</u>	www.adultednyc.org 475 Nostrand Ave.	<ul style="list-style-type: none"> • ESL & BE classes • HSE preparation classes • Computer literacy classes

		Brooklyn, NY 11216 718.638.2635 ext. 2	<ul style="list-style-type: none"> • Technical education • Career education <p>FREE Ages 21+ Day, evening, and Saturdays</p>
	<u>CAMBA</u>	http://literacycamba.org/ 885 Flatbush Ave., 4th Floor Brooklyn, NY 11226 718.940.3453	<ul style="list-style-type: none"> • ESL classes • Pre-HSE and HSE classes • Computer literacy • Food, housing, clothing, childcare, immigration and employment counseling <p>FREE Ages 16+ M-F, morning, afternoon, evening</p>
	<u>Council of Jewish Organizations of Flatbush</u>	www.cojoflatbush.org 1523 Avenue M, 3 rd Floor Brooklyn, NY 11230-5211 718.377.2900 ext. 1575 ESL:718-253-5547	<ul style="list-style-type: none"> • ESL & Civics classes • Job readiness/training/placement and career development services • Computer literacy classes <p>FREE Ages 18+ Beginner ESL: M/W, 10-1 Intermediate ESL: T/TH, 10-1</p>
	<u>Cypress Hills Local Development Corp.</u>	www.cypresshills.org 528 Ridgewood Ave, Brooklyn, NY 11208 718.647.2800 For HSE call: 718.715.8602	<ul style="list-style-type: none"> • ESL classes • HSE preparation • Job/internship readiness training and placement <p>FREE Ages 17-24 (limited availability for 25+) M-TH, morning, evening</p>
	<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 ESL x 121 718-943-6321 Citizenship x 157	<ul style="list-style-type: none"> • ESL (beginner through advanced) • Computer lab • Career counseling and vocational training • Job placement • Citizenship application assistance <p>FREE (refundable deposit sometimes required) Ages 18+ M-F, morning, afternoon, evening Citizenship classes on Sundays</p>
	<u>Fifth Avenue Committee</u>	http://www.fifthave.org/ 294 Smith St. Brooklyn, NY 11231 718.624.3475	<ul style="list-style-type: none"> • ESL & BE classes • TASC (formerly GED) preparation • Basic computer literacy classes • Technical skills training and job placement programs • Vocational counseling <p>FREE Ages 19+ Day and evening classes offered twice weekly</p>
	<u>Imani House</u>	www.imanihouse.org	<ul style="list-style-type: none"> • Basic literacy classes

		76A Fifth Avenue Brooklyn, NY 11217 718.638.2059 718.638.2165	<ul style="list-style-type: none"> • ESL classes • Pre-HSE and HSE preparation classes <p>\$20 registration fee Ages 18+ ESL: once weekly HSE: 2-3x weekly One-on-one or small group sessions</p>
	<u>Kings Bay YM-YWHA</u>	www.kingsbayy.org 3495 Nostrand Ave. Brooklyn, NY 11229 718.648.7703 ext. 227 ESL 718.648.7703 ext. 225	<ul style="list-style-type: none"> • ESL & CIVICS classes • Immigration/citizenship application assistance • Employment seminars & career advising <p>FREE All ages</p>
	<u>Lutheran Healthcare</u> Community Empowerment Program Young Adult Education Programs	www.lmcme.com 6025 6th Ave. Brooklyn, NY 11220 718.630.7150 ex. 4071 199 14th Street New York, NY 10011 718.768.0778	<p><u>Adult Education and Workforce Development</u></p> <ul style="list-style-type: none"> • ESL classes • Job readiness classes • Job counseling • Computer skills classes <p>Classes are offered in the morning and at night.</p> <p><u>Young Adult Education</u></p> <ul style="list-style-type: none"> • BE and TASC (formerly GED) preparation for adults 17+ • SPIN Program – academic assistance and job skills training for youth ages 16-24. • Youth Connection – GED/TASC preparation, life skills, and job readiness training for youth ages 16-24. <p>FREE</p>
	<u>Make the Road New York</u>	www.maketheroadny.org 310 Grove St., Brooklyn, NY 11237 718.418.7690 ext. 1271	<ul style="list-style-type: none"> • ESL classes • HSE preparation classes • Computer literacy classes • Work authorization and citizenship assistance • Job/job readiness training programs, job placement programs <p>FREE Class times vary</p>
	<u>The Maura Clarke-Ita Ford Center</u>	www.mauraclarke-itafordcenter.org 153 Johnson Avenue. 4 th Floor Brooklyn, NY 11206 718.452.0167	<ul style="list-style-type: none"> • ESL classes • TASC (formerly GED) preparation in Spanish • Citizenship Preparation • Computer literacy for non-native speakers • Basic computer skills (must have high school diploma or HSE) <p>FREE Ages 18+ ESL: M-TH, 9:30-12 and 6:30-8:30</p>
	<u>Opportunities for a Better Tomorrow</u>	www.obtjobs.org 25 Thornton St.	<ul style="list-style-type: none"> • Young Adult Internship Program (YAIP) and YAIP Plus (Ages 16-24)

		<p>Brooklyn, NY 11206 718.387.1600 718.387.1516</p> <p>783 4th Ave. Brooklyn, NY 11232 718.369.0303</p> <p>280 Wyckoff Ave. Brooklyn, NY 11237 718.381.3222</p>	<ul style="list-style-type: none"> • Young Adult Literacy Program (Ages 16-24) • Daytime and evening adult education classes in the areas of ESL, (pre) HSE, basic computer skills, citizenship preparation, and more (Ages 18+). <p>FREE</p>
	<u>Prospect Park YMCA</u>	<p>http://www.ymcanyc.org/prospectpark</p> <p>357 9th Street Brooklyn, NY 11215 718.768.7100</p> <p>ELESAIR Lorna Blancaflor 718-551-9351</p>	<p><u>New Americans Welcome Center and ELESAIR Adult Literacy Program</u></p> <ul style="list-style-type: none"> • ESL • Citizenship Preparation • Job Readiness • Computer Literacy • Adult Literacy • TASC preparation <p>FREE Ages 16+ Morning, afternoon, and evening</p>
	<u>Ridgewood Bushwick Senior Citizens Council, Inc.</u>	<p>https://www.rbscc.org</p> <p>1474 Gates Ave. Brooklyn, NY 11237 718.381.9653</p>	<p><u>Youth Center - Adults</u></p> <ul style="list-style-type: none"> • BE – reading, comprehension, writing, social studies, sciences, and math (21+, evening) • ESL – all levels (21+, evening) • HSE preparation (21+, afternoon & evening) <p><u>Youth Center - Youth</u></p> <ul style="list-style-type: none"> • After-School Programs • Career preparation • An employment program for high school students • Young adult immigrant literacy program <p>FREE Ages 18+ (Adult programs) Evening, some afternoons</p>
	<u>Shorefront YM-YWHA</u>	<p>www.shorefrontny.org</p> <p>3300 Coney Island Ave. Brooklyn, NY 11235 718.934.3500</p> <p>Literacy Office 718.646.1444 ext. 363</p>	<p><u>Adult Literacy Program</u></p> <ul style="list-style-type: none"> • ESL classes • Citizenship <p>FREE Ages 18+ Morning, afternoon, evening</p>
	<u>SUNY Brooklyn Educational Opportunity Center</u>	<p>http://otto.citytech.cuny.edu/BOC/</p> <p>111 Livingston St. Brooklyn NY 11201 718.802.3358</p>	<ul style="list-style-type: none"> • ESL classes (intermediate & advanced) • HSE preparation (reading, writing, math) • College preparation • Various accelerated and regular job trainings <p>FREE Ages 18+ Full-time, M-F</p>

	<u>Turning Point</u>	www.tpbk.org Education Center and Literacy Zone 423 39 th Street Brooklyn, NY 11232 718.360.8186 edcenter@tpbk.org	<u>Education Center</u> <ul style="list-style-type: none"> • Pre-HSE and HSE classes • ESL classes (all skill levels) • TASC testing site • College preparation and counseling • Job-readiness counseling and placement <u>Literacy Zone</u> <ul style="list-style-type: none"> • Early childhood education • Adult literacy • HSE preparation and testing • Job readiness and employment assistance • College access and information FREE Ages 16+ Registration: M-F, 9-5
	<u>American Italian Coalition of Organizations</u>	http://amicoinc.org/ 5901 13th Ave. Brooklyn, NY 11219 718.972.1558	<ul style="list-style-type: none"> • ESL classes FREE All ages Call for more information regarding class times
Manhattan	<u>New York Public Library</u> Aguilar Library Fort Washington Lib. Inwood Library Muhlenberg Library Riverside Library Center for Reading & Writing	www.nypl.org 174 East 110th St. 212.534.2930 535 West 179th St. 212.927.3533 4790 Broadway 212.942.2445 209 West 23rd St. 212.924.1585 127 Amsterdam Ave. 212.870.1810 192 East Broadway 212.529.2909	<ul style="list-style-type: none"> • ESL & BE classes • Drop-in English conversation classes • Technology classes • Employment & financial services • 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, photocopiers, and printers.</p> FREE All ages (18+ for Adult Education classes) Class times vary
	<u>Chinese American Planning Council</u> Main Office Adult Literacy Program	www.cpc-nyc.org 150 Elizabeth Street New York, NY 10012 212.941.0041 165 Eldridge Street, 2nd Fl New York, NY 10002 212.941.0041	<ul style="list-style-type: none"> • ESL & BE classes • Technical training • Job development services FREE Ages 18+ Not in public school Mornings, afternoons, evenings
	<u>Community League of the Heights (CLOTH)</u> Main Office	http://www.cloth159.org/ 500 W 159th Street New York, NY 10032	<ul style="list-style-type: none"> • ESL & BE classes • HSE preparation • Basic computer skills

	Technology Center	212.795.4779 2113B Amsterdam Ave New York, NY 10032 212.543.1502	English and Spanish spoken. FREE (some book fees) Age 18+ Morning and evening classes
	<u>Harlem Commonwealth Council, Inc.</u>	https://www.harlemcommonwealth.org/index/ 361 West 125th Street New York, NY 10027 212.749.0900 ext. 124	<u>BE classes</u> <ul style="list-style-type: none"> • FREE • Ages 18+ • Morning: 9-12, M-TH • Evening: 6-9, M-TH <u>Microsoft Office skills training</u> <ul style="list-style-type: none"> • \$99 • Mon & Tues for 5 weeks, 6-9pm
	<u>The International Center – Immigrant Support Program</u>	www.newintlc.org 80 Maiden Lane, 14 th Floor New York, NY 10038 646.794.3745 646.794.3750	<u>Immigrant Support Program</u> <ul style="list-style-type: none"> • 35+ open-enrollment classes weekly, at multiple proficiency levels • 10-week one-to-one conversation partnerships with native English speaking volunteers • Over 15 structured courses, including Business English, Current Events and U.S. Government, Communication Skills, and many more. • Workshops focused on computer, academic, and life skills • Trips and Tours to museums, cultural institutions and other points of interest Eligibility: <ul style="list-style-type: none"> • Ages 18+ • You must be a newly-arrived immigrant. (Please note that students with tourist or student visas are not eligible.) • In financial need FREE 2 passport photos required
	<u>ParentJobNet</u>	http://www.parentjobnet.org/ P.S. 50 433 East 100th St, Room 107 New York, NY 10029 212.362.2735 917.546.9104	<ul style="list-style-type: none"> • ESL classes • HSE classes • Computer training classes • Workshops in career support, job readiness, and financial literacy FREE Ages 18+ Classes offered twice weekly, M-F Times vary by level
	<u>Northern Manhattan Improvement Corporation</u>	http://www.nmic.org/AdultEducation.htm 45 Wadsworth Ave New York, NY 10033 212.822.8343	<ul style="list-style-type: none"> • BE & HSE classes (English only) • ESL classes FREE Ages 17+ for BE and HSE, 18+ for ESL Classes offered mornings and evenings

	<u>UJA Federation of New York</u>	www.ujafedny.org 130 East 59th Street New York, NY 10022 877.852.6951	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</u> Jamaica Elmhurst Flushing Long Island City Peninsula Rochdale Village Steinway	http://www.queenslibrary.org alpref@queenslibrary.org 91-14 Merrick Blvd., 6th Floor Jamaica, NY 718.480.4222 86-01 Broadway Elmhurst, NY 11373 718.699.3302 41-17 Main St. Flushing, NY 11355 718.661.1200 37-44 21st St. Long Island City, NY 11101 718.752.3700 92-25 Rockaway Beach Blvd. Far Rockaway, NY 11693 718.945.7058 169-09 137th Ave. Jamaica, NY 11434 718.723.4440 21-45 31st St. Long Island City, NY 11105 718.932.3239	<ul style="list-style-type: none"> • ESL & BE classes • Pre-HSE and HSE preparation classes • Video and writing groups • Technology-assisted instruction • Tutor training provided by professional staff. • Young Adult Literacy Program (ages 16-24) <p>FREE All ages (18+ for Adult Education classes) Class times vary by location.</p>
	<u>Catholic Charities Queens Community Center</u>	http://www.ccbq.org/what-we-do/family-services 23-40 Astoria Blvd Astoria, NY 11202 718.726.9790	<ul style="list-style-type: none"> • ESL classes • Job training • Career preparation • Computer classes • Financial Literacy • Free legal advice about U.S. citizenship and other immigration services <p>FREE Ages 18+ Classes offered mornings, afternoons, and evenings, M-TH. Call to find the best schedule for your needs.</p>
	<u>Chhaya Community Development Corporation</u>	http://chhayacdc.org/programs/career-development/ 37-43 77th Street, 2nd Floor Jackson Heights, NY 11372 718.478.3848	<ul style="list-style-type: none"> • ESL classes • Career workshops • Financial coaching <p>FREE Ages 17+ Beginner ESL: M/W 10-1 Intermediate ESL: T/TH 10-1</p>

	<u>Dominico-American Society of Queens</u>	http://www.dominicoamerican.org/ 40-27 97th Street Corona, NY 11368 718.457.5395/5312	<ul style="list-style-type: none"> • ESL classes • Computer Training classes • U.S. Naturalization Citizenship programs • After-School programs <p>FREE Ages 21+ Class times vary by level</p>
	<u>Jackson Heights-Elmhurst Kehillah</u>	Jackson Heights Jewish Center 37-06 77th Street, lower level Jackson Heights NY 11372 347.642.8868	<ul style="list-style-type: none"> • ESL classes • Citizenship classes <p>FREE Ages 18+ ESL: M/W, 10am-12pm Citizenship: T, 1-3pm</p>
	<u>Jacob A. Riis Neighborhood Settlement</u>	http://www.riissettlement.org/programs/immigrant-services/programs/ 10-25 41st Avenue Long Island City, NY 11101 718.784.7447 ext. 149	<ul style="list-style-type: none"> • ESL classes • Connection to services such as ABE, HSE, training, and employment programs • Citizenship classes <p>FREE ESL: Long Island City, T-TH, 9am-12pm Astoria, T-TH, 6-9pm</p>
Staten Island	<u>New York Public Library</u> New Dorp Library Port Richmond St. George Library Center Dongan Hills	www.nypl.org 309 New Dorp Lane 718.351.2977 75 Bennett St. 718.442.0158 5 Central Ave. 718.442.8560 1617 Richmond Rd. 718.351.1444	<ul style="list-style-type: none"> • ESL & BE classes • Drop-in English conversation classes • Technology classes • Employment & financial services • 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, photocopiers, and printers.</p> <p>FREE All ages (18+ for Adult Education classes) Class times vary</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	<ul style="list-style-type: none"> • ESL: M-W 6pm – 9pm, T-TH 2pm – 5pm • Spanish HSE: M-W 6pm – 9pm <p>FREE All ages</p>
	<u>Jewish Community Center of Staten Island</u> Bernikow/Mid-Island JCC Avis/South Shore JCC	http://sijcc.org/esl/ ESL: 718.508.3885 1466 Manor Road Staten Island, NY 10314 718.475.5200 1297 Arthur Kill Road Staten Island, NY 10312	<ul style="list-style-type: none"> • ESL classes <p>FREE Twice weekly for 10-week period</p>

	Aberlin/North Shore JCC	718.475.5270 485 Victory Blvd Staten Island, NY 10301 718.475.5290	
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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. Throughout the City, there are also separate food stamp and Medicaid offices. We recommend calling 311 for more information on the nearest appropriate office.

Location	Organization	Address & Contact Information	Services Offered & Requirements
Bronx	<u>NYC Human Rights Administration (HRA)</u>	www.nyc.gov/hra Call 311 OR: Crotona Job Center 1910 Monterey Avenue Bronx, NY 10457 718.901.5274 718.901.5596 Family Services Call Center, Bronx Satellite* 847 Barretto Street Bronx, NY 10474 929.252.4268/4269 929.252.4172 Fordham Job Center 2541-2549 Bainbridge Avenue Bronx, NY 10458 71 8.220.6622 718.220.7012 Hunts Point Job Center 847 Barretto Street Bronx, NY 10474 929.252.4350 929.252.4251 Rider Job Center 300 Canal Place Bronx, NY 10451 718.742.3811 718.742.3924	<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 <p><i>*The Bronx Family Services Call Center primarily handles face to face recertification and emergency walk-in activities for the Family Call Center's active child only cases.</i></p>
Brooklyn	<u>NYC Human Rights Administration (HRA)</u>	www.nyc.gov/hra Call 311 OR: Bay Ridge Job Center 6740 Fourth Ave. Brooklyn, NY 11220 718.921.2001 718.921.2000 Bushwick Job Center 30 Thorton St. Brooklyn, NY 11206 718.963.5117 718.963.5120 Clinton Hill Job Center 495 Clermont Ave Brooklyn NY 11238 929.221.0922 929.221.2809	<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 <p><i>*The Brooklyn Family Services Call Center Primarily handles face to face recertification and emergency walk-in activities for the Family</i></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>Refugee Job Center</p>	<p>3050 West 21st Street Brooklyn, NY 11224 718.333.3100 718.333.3014</p> <p>500 Dekalb Avenue Brooklyn, NY 11205 718.636.2495 718.636.2626</p> <p>275 Bergen St. Brooklyn, NY 11217 718.694.8647 718.883.8296</p> <p>25 Chapel St., 6th Fl, Rm. 606 Brooklyn, NY 11201 718.473.8313 718.222.2430</p> <p>88 3rd Ave 1st Floor Brooklyn NY 11217 929.221.0508</p>	<p><i>Call Center's active child only cases whose payees are not in receipt of cash assistance.</i></p> <p><i>**The 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>Centralized Rent Processing Unit (CRPU)</p> <p>Residential Treatment Service Center</p> <p>Senior Works Center**</p>	<p>www.nyc.gov/hra</p> <p>Call 311 OR:</p> <p>4055 10th Avenue New York, NY 10034 212.569.9543 212.569.9626</p> <p>2322 Third Ave. New York, NY 10035 212.860.6801 212.860.2749</p> <p>132 W. 125th Street New York, NY 10027 212.666.7566 718.883.8296</p> <p>109 E. 16th Street New York, NY 10003 212.835.7682 212.835.7682</p> <p>109 E. 16th Street New York, NY 10003 212.835.7937 212.835.7671</p> <p>109 E. 16th Street New York, NY 10003 929.252.5713</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 Manhattan Family Services Call Center primarily handles face to face recertification 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 Senior Works Center primarily services public assistance recipients who are age 60 or over.</i></p> <p><i>†The St. Nicholas Job Center primarily serves SNCA individuals who reside in targeted zip codes associated with the Melrose and Rider Job Centers.</i></p> <p><i>‡The Union Square Job Center primarily serves individuals identified as having significant barriers to employment and needing specialized</i></p>

	<p>St. Nicholas Job Center[†] 132 W. 125th Street New York, NY 10027 212.666.5678 212.666.5576</p> <p>Union Square Job Center[†] 109 E. 16th Street New York, NY 10003 212.835.8300 212.835.7361</p> <p>Waverly Job Center 12 West 14th Street New York, NY 10011 212.620.9890 212.620.9224</p>	929.252.5711	services.
Queens	<p><u>NYC Human Rights Administration (HRA)</u></p> <p>East River Job Center*</p> <p>Family Services Call Center, Queens Satellite**</p> <p>Family Service Call Center[†]</p> <p>Jamaica Job Center</p> <p>Queens Job Center</p> <p>Rockaway Job Center</p>	<p>www.nyc.gov/hra</p> <p>Call 311 OR:</p> <p>1 Honeywell Street Queens, NY 11101 718.784.2922 718.752.7001</p> <p>34-00 Northern Boulevard Queens, NY 11101 718.610.2927 718.883.8296</p> <p>165-08 88th Ave., 5th Fl. 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 718.784.5919</p> <p>219 Beach 59th St. Queens, NY 11692 718.637.2144 718.637.2140</p>	<p><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.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Low income • Unemployed <p><i>*The East River Job Center serves homeless individuals and families citywide, by conducting application interviews; executing eligibility determinations; offering employment services; affording linkages to employment; and, working collaboratively with the Department of Homeless Services (DHS).</i></p> <p><i>**The Queens Family Services Call Center primarily handles face to face recertification 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 Family Services Call Center primarily handles mail and phone operation servicing active child only cases whose payees are not in receipt of cash assistance.</i></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 718.390.5103 718.556.7343</p>	<p><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</p>

			<p>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
Citywide assistance for public benefits	<u>Single Stop USA</u>	<p>http://singlestopusa.org/program/</p> <p>123 William Street, Suite 901 New York, NY 10038 212.480.2870</p> <p>New York Helpline: 1.800.290.7189</p>	<p>Assistance with enrolling in the Marketplace, Medicaid, SNAP, cash assistance and other public benefits programs and services. Single Stop experts are available to guide you through the health insurance enrollment process, help you find the right health insurance based on your unique needs and work with you to figure out if you can get financial assistance to reduce the cost of coverage. Enrollment support is available in-person in your community through Navigators and Certified Application Counselors, and over the phone through the Marketplace Call Center. Single Stop partners with community-based organizations across the five boroughs to provide health insurance enrollment through the Marketplace.</p>

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.

Location	Organization	Address & Contact Information	Services Offered & Requirements
Citywide	<u>NYS Dept. of Labor – Division of Immigrant Policies & Affairs (DIPA)</u>	https://labor.ny.gov/immigrants/index.shtm 1.877.466.9757 dipa@labor.ny.gov	<u>Services</u> <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 <u>Requirements</u> <ul style="list-style-type: none"> • Immigrant workers • Unemployed
	<u>Grant Associates</u>	www.grantassociatesinc.com 1250 Broadway Suite 810 New York, NY 10001 212.684.2700	<u>Services</u> <ul style="list-style-type: none"> • One-stop employment services • 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, résumé building, interviewing skills and computer skills classes • ESL, ABE, & HSE services, customized for each work setting and industry. <p>FREE HRA referral required</p>
	<u>NYC Department of Youth & Community Development (DYCD)</u>	www.nyc.gov/dycd 2 Lafayette Street, 19th Floor New York, New York 10007 1.800.246.4646 Outside NYC: 646.343.6800 Apply online to SYEP: application.nycsyep.com	<u>Summer Youth Employment Program (SYEP)</u> <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. • Apply online: application.nycsyep.com

			<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 opportunities. • 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 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 do the job, with or without reasonable accommodation
	<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"> • 3-step program involving: <ul style="list-style-type: none"> ○ Pre-training meeting ○ Job Seeker Training Program ○ Post-training • Access to job leads and connections • Networking, resume, interviewing, and cover letter assistance • Licensing for 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>FREE</p>
	<p><u>Goodwill Industries</u></p>	<p>www.goodwillnynj.org/services</p> <p>This organization has many different programs. Listed here are some highlights. Please check their website for more information.</p> <p>Or call: 718.728.5400</p>	<p><u>Refugee Social Services Program (RSSP)</u></p> <p>Goodwill's Refugee Social Services Program offers career planning, training and placement to refugees and those who have obtained political asylum here. Located in Brooklyn, RSSP is open to all refugees who have been in the U.S. under five years, regardless of place of residence or ethnicity. Goodwill's staff is fluent in Russian, Ukrainian and Latvian. Interpreters are made available to serve participants speaking other languages. This</p>

			<p>program should accept T visa holders. Tel: 718.339.0937</p> <p><u>NYS Intensive Employment Program for Refugees Living with Disabilities</u> This program helps refugees with physical and developmental disabilities to integrate into mainstream U.S. culture through their transition to permanent employment and economic self-sufficiency while reducing stigmas and cultural barriers. The program provides workforce training on core professional/vocational skills, Vocational English Language, and Computer Literacy to maximize participant's employment potential. Job developers effectively match participant's skills and capabilities with suitable employment positions. Employment subsidies are available. Tel: 718.339.0937</p> <p><u>Targeted Assistance Grant (TAG)</u> This program offers intensive computer training and vocational English as a Second Language classes, varied social services, career planning, and placement to refugees and individuals who have obtained political asylum. who attained their status fewer than five years ago. TAG is open to refugees who have been in the U.S. for fewer than five years. The main objective of the Targeted Assistance Grant is to achieve economic self-sufficiency for the program's clients. Located in Brooklyn, TAG provides direct job placements to refugees/asylees. This program should also accept T visa holders. Tel: 718.339.0937</p> <p><u>GoodTemps</u> Provides short- and long-term job workforce solutions to companies in the metropolitan area. GoodTemps places a wide variety of employees, from laborers to lawyers and administrative assistants to accounting professionals in long and short term temporary assignments in the public and private sectors. GoodTemps placements include dislocated employees and professional individuals with diverse backgrounds, as well as qualified, skilled employees with disabilities or other barriers to employment. Visit www.goodtemps.org for more information. Manhattan (Headquarters): 212.986.9566 Long Island, Suffolk County: 631.648.0730 Westchester : 212.986.9566</p> <p><u>Back 2 Work</u></p> <ul style="list-style-type: none"> • Assessment to determine skills, interests, readiness for employment and job goals • Referrals to address special needs such as housing, legal, clothing, counseling services • Work Readiness seminars including interviewing skills, resume writing, how to get and keep a job, etc. • Short term training and workplace literacy in a variety of areas such as: Retail/Customer
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			<p>Service, Green Maintenance, Food Service, CPR, First Aide, Food Protection and OSHA</p> <ul style="list-style-type: none"> • Job search and referral • Retention services including budgeting and financial counseling and how to keep a job • Career ladder planning <p>Brooklyn: 718.246.4905 Queens: 718.704.5900</p>
	<p><u>NYC Department of Small Business Services - Workforce1 Career Centers</u></p>	<p>http://www.nyc.gov/html/sbs/wf1/html/about/about.shtml</p> <p>Call 311</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>Requirements</u></p> <ul style="list-style-type: none"> • Valid ID (to verify birth date – need NOT be photo ID) • Ages 18+ <p>FREE</p>
	<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>Business Services</p>	<p>http://labor.ny.gov/dews-index.shtm</p> <p>75 Varick Street, 7th Floor New York, New York 10013 212.775.3354</p> <p>9 Bond Street Brooklyn, NY 12201 718.613.3413</p>	<p><u>Apprenticeship Program</u> Apprenticeship is the process of learning a skilled occupation through:</p> <ul style="list-style-type: none"> • Paid on-the-job training under the guidance of experienced journey workers • Related classroom training <p>Apprentices are full-time employees who produce high-quality work while they learn skills that enhance their employment prospects. The length of training varies from one to six years, depending on the occupation. You must meet the employer's minimum qualifications for employment. Each employer has different minimum qualifications. Most require a high school diploma or the equivalent of a high school diploma.</p> <p><u>Other Services</u></p> <ul style="list-style-type: none"> • One-stop shopping for employment-related needs, including business and career services • Aid with reentry into the community for ex-offenders <p>Employment services for veterans</p> <p>FREE Ages 18+ (16 with parental approval)</p>
Bronx	<p><u>Hostos Community College – Allied Health Career Pipeline Program</u></p>	<p>http://www.hostos.cuny.edu/Administrative-Offices/Continuing-Education-Department/General-Info</p> <p>427 Walton Avenue, T-511 Bronx, NY 10451 718.664.2532 718.664.2537</p>	<p>The Allied Health Career Pipeline Program is an enhanced career-focused FREE job training program for low-income populations to gain careers in the allied health professions.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Ages 18+ • High School Diploma or HSE • Ability to pass a background check and drug screen • Meet income eligibility requirements • Legal work authorization • Ability to provide documentation to determine eligibility • Ability to attend, fully participate in, and successfully complete all aspects of the program
	<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>1215 Zerega Avenue Bronx, NY 10462 718.931.3500</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></p> <ul style="list-style-type: none"> • Individuals with disabilities
	<p><u>Per Scholas</u></p>	<p>https://perscholas.org/</p> <p>804 E 138th St #2 Bronx, NY 10454</p>	<p>The organization provides eight to 18 weeks of training to low-income adults in help desk and tech support, networking administration and software testing. It works with companies to place trainees</p>

		718.991.8400 info@perscholas.org	in apprenticeships and provides ongoing support for two years. <u>Requirements:</u> <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. <p>FREE</p>
	<u>South Bronx Overall Economic Development Corporation</u>	https://sobro.org/work/ 555 Bergen Avenue Bronx, NY 10455 718.292.3113	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 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. FREE
Brooklyn	<u>Brooklyn Workforce Innovations</u>	http://www.bwiny.org/index.html 621 Degraw Street Brooklyn, NY 11217 718.237.2017 x145	Many FREE technical training programs, outlined in detail below.
		<u>"Made in NY" Production Assistant Training Program</u> www.bwiny.org/pages/programs/patraininga.html Brooklyn Navy Yard, Building 92 Brooklyn, NY 11205 (Enter the Brooklyn Navy Yard at the intersection of Carlton and Flushing Avenues)	Five-week nonprofit training program, taught by industry professionals, and followed by two years of job placement. No previous production experience is required. <u>Requirements</u> <ul style="list-style-type: none"> • Ages 18+ • NYC resident of at least six months • Unemployed, low income or receiving public assistance, and come from a low-income background • Legally eligible to work in the U.S. • Available full-time and able to attend training Monday through Friday 7:30 AM to 6 PM • Able to make a two-year commitment to working in the industry • Able to lift 50 lbs. • Photo ID <p>Full-time, M-F</p>
		<u>Red Hook on the Road - Careers</u>	Four-week training program to earn a NYS

		<p><u>in Commercial Driving</u></p> <p>http://www.bwiny.org/pages/rhotr.html</p> <p>151 5th Avenue Brooklyn, NY 11217 718.237.4846</p>	<p>Commercial Driver's License (CDL). Course prepares participants for jobs as drivers of Class B/BP/BPS commercial vehicles such as trucks, school buses, coach or charter buses, airport shuttle buses and Access-A-Ride vehicles. Job placement assistance is available for 2+ years after graduation so you can advance into better positions with higher pay.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Ages 21+ • Clean NYS driver's license for at least 2 years (no more than 2 points, or one suspension, or one conviction showing on the driver record and no combination of the above allowed) • Obtain and submit a driver record from the DMV that must be less than 30 days old • Able to attend training Monday - Friday 8:00 AM to 4:30 PM • Must be unemployed
		<p><u>New York Drives - New Career and NYS Drivers' License</u></p> <p>http://bwiny.org/pages/newyorkdrives.html</p> <p>718.237.2017 ext. 143</p> <p>Information Sessions held at 621 Degraw Street, Thursdays at 2pm</p>	<p>Six-week training program (2 weeks full-time, 4 weeks part-time road lessons) leading to the NYS Driver's License and a new job or acceptance into a skills training program.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Ages 18+ • Must not have had security certificates or driver's license previously • High School Diploma or HSE • NYC resident (6 months or more) • Legally eligible to work in the U.S. • Unemployed/underemployed or low-income • Available to train full-time (Mon-Fri, 9am to 5pm)
		<p><u>Brooklyn Networks - Careers in Cable Installation</u></p> <p>http://bwiny.org/pages/brooklynnetworks.html</p> <p>718.237.2017 ext. 149</p> <p>Orientations held at 621 Degraw Street, Tuesdays at 10am</p> <p>Classes held on the New York City College of Technology campus</p>	<p>Six-week training program leading to an internationally recognized certification in low voltage cable installation. Graduates work installing telephone and computer lines, broadcast cable systems, home theaters and security systems. Job placement assistance is available so you can put your new skills to work.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Live in New York City & be legally eligible to work in the U.S. • 18 years or older • Have a valid drivers' license (must be able to provide a driver's license abstract) • Pass a drug test & be physically fit/able to lift 70lbs • Able to pass a reading and math test at/or above the 8th grade level • Able to attend class Monday-Friday 8:30 AM to 4:30 PM. Classes are held on the New York City College of Technology campus • Be unemployed, have a low income or receive

			public assistance FREE
		<u>Brooklyn Woods - Careers in Woodworking</u> http://bwiny.org/pages/brooklynwoods.html BWI Sector Skills Center 125 8th Street, 2 nd Floor Brooklyn, NY 718.389.3636	<u>Services</u> Seven-week training course for entry-level custom woodworking techniques including the use of hand tools, power tools and woodworking machines. Graduates are prepared to begin a career in woodworking, cabinet making, or fabrication. <u>Requirements</u> <ul style="list-style-type: none"> • Ages 21+ • NYC resident legally eligible to work in the U.S. • Be unemployed, have a low income, or receive public assistance • Able to pass an 8th grade level reading test and a 6th grade level math test • Be physically fit, able to work on your feet for hours and able to lift 70lbs • Demonstrate a commitment for at least two years
		<u>First Source Staffing</u> http://www.bwiny.org/pages/wr/fss.html 621 Degraw Street Brooklyn, NY 11217 718.636.7350 Email: temps@fssny.com	FirstSource staffing is New York City's only social purpose staffing company providing temporary placement, direct placement, and convertible temp-to-permanent arrangements. Whether an organization needs to replace a receptionist on vacation, staff a copy room for the busy season, or find an assistant for a demanding executive, FirstSource has the solution. They also have a pool of licensed truck drivers, and people with experience in warehouse, moving and construction work. Temp positions
	<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 SYEP: 718-722-6228	<u>Summer Youth Employment Program (SYEP)</u> 6-week internship program. Jobs range from working at daycares, senior centers, office work, maintenance, the creative arts, retail, community organizing, mentoring, computers, business, and more. Readiness orientation includes workshops on professional identity, health and stress, financial literacy, and higher education. Eligibility: Lottery selected, all participants must be a NY resident between the ages of 14-24. <u>Employment Support Group</u> Provides emotional support and resource development to those struggling to find employment. Participants receive information on job training and placement, job fairs, techniques to

			<p>improve their resume, and interviewing and networking tips. Meets every Wednesday at 3 p.m. on the first floor of the Brooklyn Community Center, 191 Joralemon Street.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Walk-ins welcome, but must complete registration process and make an appointment with employment counselor to use services • Complete CCBQ questionnaire • Bring photo ID
	<p><u>Center for Family Life in Sunset Park</u></p> <p>Main Office</p> <p>Adult Employment Services</p>	<p>www.sco.org/programs/center-for-family-life/</p> <p>343 43rd St. Brooklyn, NY 11231 718.788.3500</p> <p>443 39th Street Brooklyn, NY 11232 718.633.4823</p>	<p><u>Adult Employment Program</u></p> <ul style="list-style-type: none"> • Employment preparation and counseling • Job search/placement assistance • Career workshops • Computer literacy training <p>FREE Must be a resident of Sunset Park Must not be currently enrolled in school Ages 18+</p>
	<p><u>CAMBA</u></p> <p>Main Offices</p> <p>Matching Grant Program & Refugee Assistance Program</p>	<p>www.camba.org</p> <p>1720 Church Avenue, 2nd Fl. Brooklyn, NY 11226 718.287.2600</p> <p>2244 Church Avenue Brooklyn, NY 11226 718.282.0108</p> <p>TDD/TTY number for individuals with hearing impairments: 1.800.662.1220</p>	<p><u>Fast Track</u> A two-day, intensive job-readiness training that helps clients:</p> <ul style="list-style-type: none"> • Search for immediate employment • Prepare and present an effective résumé to an employer • Understand workplace culture and etiquette • Overcome obstacles of past underemployment or long-term unemployment • Focus on short- and long-term career planning and job retention <p><u>Immigrant Professional Training Program</u></p> <ul style="list-style-type: none"> • 7 week program assisting professionals from abroad in continuing their career in the U.S. • Provide information about getting foreign licenses & diplomas evaluated, U.S. licensing, educational information. • One-on-one career planning • Participants must be immigrants with prior professional careers in their home countries and possess some English language skills. <p><u>Matching Grant Program</u> Provides participants with a cash grant as an incentive for going to work and avoiding public assistance. The program offers case management, job placement, retention services and English-language training. Eligibility: Highly motivated asylees, Cuban and Haitian parolees and human trafficking victims within 31 days of asylum, parole or certification. Must live in NYC and surrounding areas.</p> <p><u>Refugee Assistance Program</u> Provides refugees and political asylees in NYC</p>

			<p>who face cultural and language barriers to employment with opportunities to obtain jobs and training and improve their English skills.</p> <p>Services include:</p> <ul style="list-style-type: none"> • Case management • Employment placement • English classes • Fast Track job readiness preparation • Legal services • Professional training classes in customer service and security officer training • Transitional and work supports <p>CAMBA also provides job trainings for the unemployed to give them essential skills and requirements in three vocational areas: customer service, private security and high-skill careers for immigrants</p>
	<p><u>Council of Jewish Organizations of Flatbush</u></p>	<p>www.cojoflatbush.org</p> <p>1523 Avenue M, 3rd Floor Brooklyn, NY 11230-5211 718.377.2900</p>	<p>Employment education, skills training & job placement services. We provide job training, career development and jobs.</p> <p>FREE Ages 18+</p>
	<p><u>Cypress Hill Local Development Corporation</u></p> <p>Main Office</p> <p>CHAMPION Network Office</p> <p>COACH Office</p> <p>SYEP</p>	<p>http://www.cypresshills.org/chw/</p> <p>625 Jamaica Avenue Brooklyn, NY 11208 718.647.2800</p> <p>2930 Fulton Street, 2nd Fl. Brooklyn, NY 11208 718.676.1544 ext. 103</p> <p>2930 Fulton Street, 2nd Fl. Brooklyn, NY 11208 718.676.1544 ext. 113</p> <p>718.676.1544 ext. 101</p>	<p><u>CHAMPION Network</u> One year employment program for young adults (ages 17-24) who are looking for a sustainable future and support in their educational and career needs in the Office Service & Transportation Sector: Floor Ambassadors, Messengers, Mail Clerks, Concierge, Front Desk, Receptionist, Drivers, Para-transit and School Bus Drivers. Program includes trainings, certifications, placements, and follow-up. State-issued photo ID and Social Security card required.</p> <p><u>COACH</u> Paid internship program to help young adults ages 17 to 24 enter the workforce. Program includes three weeks of job training and an 11-week paid internship where participants gain skills and experience so they can move on to paid employment.</p> <p><u>Summer Youth Employment Program</u> 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>FREE</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</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

		718-331-6800 ext. 166	<p>for Classes B and C.</p> <ul style="list-style-type: none"> • Home Health Aide (HHA) certificate training. • Medical Assistant training. <p>Individual appointments for job placement services can be made during all regular business hours. Services include:</p> <ul style="list-style-type: none"> • Resume preparation • Job readiness and skills training. • Pre- and post-placement counseling • Job orientations, carried out cooperatively with employers • Preparation for New York City exam for most public-service careers <p>FREE (some classes require refundable deposit) Ages 18+ Morning, afternoon and evening classes are held three or four days per week. Semesters generally run for 10-12 weeks.</p>
	<u>Fifth Avenue Committee (FAC)</u>	http://www.fifthave.org/ 621 DeGraw Street Brooklyn, NY 11217 718.237.2017	<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>FREE Ages 19+</p>
	<u>Goodwill GoodSkills Program</u>	http://www.goodwillnynj.org/services/vocational-rehabilitation-services/goodskills-program 154 Lawrence Street, 2nd floor Brooklyn, NY 11201 347.505.9220	<p><u>Services</u></p> <ul style="list-style-type: none"> • 11-week program • Provides clerical skills training and job placement • Vocational assessment • Computer skills training • Work readiness preparation • Job placement <p><u>Eligibility</u></p> <ul style="list-style-type: none"> • Individuals with psychiatric, physical, developmental, substance abuse disabilities; disabled veterans. <p>FREE Ages 18+</p>
	<u>Jewish Community Council of Greater Coney Island</u>	http://www.jccgi.org/services/vocational-services/ 3001 West 37th St Brooklyn, NY 11224 718.449.5000 ext. 2237	<p><u>General services:</u></p> <ul style="list-style-type: none"> • Employment preparation (counseling and resume preparation) • Support services, including employment workshops, employer-employee mediation, translation/interpretation and assistance applying for government aide • Vocational training

			<ul style="list-style-type: none"> • Job placement and retention services <p><u>Targeted Assistance Grant (TAG) Program</u> Vocational trainings in the following fields:</p> <ul style="list-style-type: none"> • Computer Literacy Office Skills • Accounting • Certified Nurse Aide (CNA) • Certified Pharmacy Technician • EMT • Food Service Handlers Program • Patient Care Technicians for CNAs • Phlebotomy Technician • Phlebotomy Technician/EKG Technician • Practical Paralegal <p>FREE Ages 18+</p>
	<u>Make the Road New York</u>	www.maketheroadny.org 310 Grove St., Brooklyn, NY 11237 718.418.7690	<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. <p>FREE</p>
	<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	<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>
	<u>Opportunities for a Better Tomorrow</u> Sunset Park Bushwick/Williamsburg Bushwick Workforce Resource Center (BWRC) Bed-Stuy	www.obtjobs.org 783 Fourth Avenue Brooklyn, NY 11232 718.369.0303 25 Thornton Street Brooklyn, NY 11206 718.387.1600 280 Wyckoff Avenue Brooklyn, NY 11237 718.381.3222 20 New York Avenue Brooklyn, NY 11216 718.399.9700	<p><u>Services for Adults (18+)</u></p> <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. <p><u>Services for Young Adults (Ages 17-24)</u></p> <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 <p>For individuals not requiring training or looking to work outside the clerical field, OBT is able to</p>

			<p>provide direct placement services. Job placement assistance is available at the Sunset Park, Bushwick/Williamsburg, or Bushwick Workforce Resource Center (BWRC) locations.</p> <p>FREE</p>
	<p><u>Red Hook Initiative</u></p>	<p>http://rhicenter.org/programs/#youngAdult</p> <p>767 Hicks Street Brooklyn, NY 11231 718.858.6782</p>	<p><u>Employment Training</u> 12-week 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.</p> <p>For those young adults who are already job-ready, RHI provides support with job searches, creating resumes and cover letters, and with interview preparation.</p> <p>PAID Ages 18-24 Must be Red Hook resident</p>
	<p><u>SUNY Brooklyn Educational Opportunity Center</u></p>	<p>http://otto.citytech.cuny.edu/BE/OC/</p> <p>111 Livingston St. Brooklyn NY 11201 718.802.3358,</p>	<p>Trainings offered in:</p> <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. <p>FREE Ages 18+</p>
<p>Manhattan</p>	<p><u>ATTAIN Lab at the Polo Grounds Community Center</u></p>	<p>http://www.pgc.sunyec.org/</p> <p>2965 8th Avenue (156th St.) New York, NY 10039 212.234.0408 Mon - Thurs 10am - 5:00pm Fridays: 10am – 3pm</p>	<p><u>Services</u></p> <ul style="list-style-type: none"> • Computer classes • Certifications • Academic, Technical, Employability and Life Skills training • Open lab with Internet access • Individual Tutoring • Help with resumes, cover letters, and job applications <p><u>Requirements</u> Low-income individuals</p> <p>FREE</p>
	<p><u>Chinese-American Planning Council</u></p>	<p>https://www.cpc-nyc.org/programs/workforce-development</p> <p>165 Eldridge Street, 2nd Fl. New York, NY 10002 212.941.0041</p>	<p><u>BuildingWorks Pre-Apprenticeship Training</u> 12-week program in partnership with the New York City District Council of Carpenters Labor Technical College. BuildingWorks is a three-part multi-tiered program that includes:</p> <ul style="list-style-type: none"> • Professional Studies • Environmental Remediation

		<p>Information sessions on BuildingWorks, the Career Center, and the Hospitality Careers Training Program are held every Monday at 9:30 AM.</p>	<ul style="list-style-type: none"> • Construction Skills <p>Courses include resume writing, career guidance, computer literacy, and industry-related math as well as trade specific training. Federal and state level licenses and certificates are awarded to students who successfully pass the exams at the completion of the program.</p> <p><u>Career Center Services:</u></p> <ul style="list-style-type: none"> • Personalized assessments • Application screenings • Job referrals and placements • Post-hire support and follow-up <p><u>Other Services:</u></p> <ul style="list-style-type: none"> • Hospitality Careers Training Program <p>FREE 18+</p>
	<p><u>Coalition for the Homeless</u></p>	<p>http://www.coalitionforthehomeless.org/our-programs/first-level-job-training/first-step/</p> <p>129 Fulton St, New York, NY 10038 212.776.2074</p>	<p><u>First Step Job Training Program</u></p> <p>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, 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> <p>FREE Ages 18+ Must have legal work authorization</p>
	<p><u>Community League of the Heights (CLOTH)</u></p> <p>Main Office</p> <p>Technology Center</p>	<p>http://www.cloth159.org/</p> <p>500 W 159th Street New York, NY 10032 212.795.4779</p> <p>2113B Amsterdam Ave New York, NY 10032 212.543.1502</p>	<p>This program has been successful in helping enrich lives by improving job skills, increasing confidence and helping families enhance economic stability, which lead to the sustainability of a community. 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>FREE 18+ Work authorization required</p>
	<p><u>Community Access, Inc.</u></p> <p>Main Offices</p>	<p>www.communityaccess.org</p> <p>2 Washington Street, 9th Floor New York, NY 10004 212.780.1400</p>	<p><u>East Village Access</u></p> <p>Empowers people with psychiatric disabilities to lead healthy, independent lives by providing access to housing, job training, social justice and self-help programs that promote recovery, self-determination, learning, and community pride.</p>

	<p>East Village Access</p> <p>HTH Advocacy Center</p>	<p>242 East 2nd Street New York, NY 10009 212.780.9008</p> <p>2090 Adam Clayton Powell Jr. Blvd 12th Floor New York, NY 10027 212.865.0775 ext. 2131</p> <p>HTH Informational Sessions held on Fridays from July 29 to November 4th at 12:45 p.m.</p>	<p>Eligibility:</p> <ul style="list-style-type: none"> • Adults overcoming mental illness • Homeless individuals • People transitioning from hospitals and shelters • Individuals struggling with substance use • Formerly incarcerated individuals • People living with HIV/AIDS • Youth aging out of foster care <p><u>Howie the Harp Advocacy Center (HTH)</u> A peer-run program, prepares people in mental health recovery for employment in Human Services. Includes an intensive 20-week classroom-based training and 12 week internship experience to train people in mental health recovery to work as Peer Providers in Human Services.</p> <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>633 Third Avenue, 6th Floor New York, NY 10017 212.727.4300</p> <p>210 East 43rd Street New York, NY 10017 212.727.4327</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>FREE Ages 18+</p>
	<p><u>Grace Institute</u></p>	<p>www.graceinstitute.org</p> <p>40 Rector Street, 14th Floor New York, NY 10006 212.832.7605</p>	<p><u>Services</u></p> <ul style="list-style-type: none"> • Assistance with career change and advancement • Comprehensive classes and workshops in professional development, business communications, and office technology (MS Office Suite) • Workshops in stress management, balancing program demands with home and family, budgeting, and time management • Help finding a job and becoming economically self-sufficient • FREE Tuition (some book fees) <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)
	<u>Job Search Central at the Science, Industry and Business Library (SIBL)</u>	https://www.nypl.org/help/services/job-search-central 188 Madison Avenue New York, NY, 10016 917.275.6975	Job Search Central provides services such as: <ul style="list-style-type: none"> • Lectures and workshops on job search and resume writing • NYPL Job Portal • FREE career coaching Career Coaching is a FREE service available to job seekers who wish to focus on 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.
	<u>Mechanics Institute</u>	http://generalsociety.org/?page_id=82 20 W 44th St. New York, NY 10036 212.840.1840 ext. 1	<u>Services</u> Mechanics Institute tuition-free programs in the building and construction trades include: <ul style="list-style-type: none"> • Architectural Drafting • Electrical Technology • HVAC Systems • Plumbing Design • Project Management • Construction Documents & Design • Historic Preservation • Facilities Management <u>Requirements</u> <ul style="list-style-type: none"> • College transcript, high school diploma, or GED • Working English • Social Security Number (SSN) • A letter of employment from previous employer Annual membership = \$75 Registration fee per semester = \$100
	<u>Murray Hill Institute</u>	www.murrayhillinstitute.org 243 Lexington Avenue New York, NY 10016 646.742.2853 email@murrayhillinstitute.org	<u>Services</u> Conferences, seminars, & publications providing women with information and support to be positive influences in their professional lives & society <u>Requirements</u> Women with a University degree
	<u>New Women New Yorkers</u>	http://www.nywomenimmigrants.org/lead-program/ Centre for Social Innovation 601 W 26th St., Suite 325, #99 New York, NY 10001 leadprogram@nywomenimmigr	<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

		ants.org Fill and submit the online sign-up form and you will be contacted with further details and instructions on how to join one of the upcoming series	their interview and English communication skills, teamwork, public speaking, and more. It is open to young women immigrants between the ages of 16 and 35, and participation is completely FREE .
	<u>NEW (Nontraditional Employment for Women)</u>	www.new-nyc.org/index.html 243 West 20th Street New York, NY 10011 212.627.6252	<u>Services</u> <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. <u>Requirements</u> <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 FREE Day and evening trainings available
	<u>NYS Education Department: Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)</u> Manhattan District Office Harlem Satellite Office	http://www.acces.nysed.gov/vr 116 W 32nd St., 5 th Floor New York, NY 10001 212.630.2300, 2302 163 W. 125th St., 7th Fl. New York, NY 10027 212.961.4423	<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>Northern Manhattan Improvement Corporation</u> YouthBuild & YAIP Vocational Training	http://www.nmic.org/EmploymentTraining.html 45 Wadsworth Ave New York, NY 10033 212.822.8343 212.453.5381 edwinrosado@nmic.org 212.822.8324 sophiemabiala@nmic.org	<u>YouthBuild</u> Program for young adults (ages 17-24) offering training in Construction, HSE and Leadership. <u>Young Adult Internship Program</u> YAIP at NMIC serves young adults aged 17-24 who are not working and not in school. YAIP's goal is to train participants to be ready for the workforce through job readiness training and a paid internship in an area that best fits the individual.

		212.822.8301 alfonso bravo@nmic.org	<u>Vocational Training</u> The Building Maintenance and Weatherization Training Program at NMIC is a sector-based training opportunity for residents who are interested in occupations in construction, building maintenance and repair, weatherization and green construction fields. The course combines classroom instruction and hands-on training at NMIC's construction lab in a 12-week training program.
	<u>ParentJobNet</u>	http://www.parentjobnet.org/#!help/initiative/qnkrh 433 East 100th Street, Rm 107 New York, NY 10029 212-362-2735 917-546-9104 info@parentjobnet.org <u>To register:</u> 1. Call the office to schedule an appointment 2. If possible, send an email with your resume 3. Complete the online registration form.	Vocational training and apprenticeship opportunities in the following fields: <ul style="list-style-type: none"> • IT Support • Cable & Network Installation • Administrative & Office Management • Home Health Aide & Patient Service Representative • Commercial Truck & Bus Driving • Cabinetry & Woodworking • TV & Film Production • Building Maintenance & Weatherization • Construction • Baking & Culinary PJN provides extensive employment search assistance for at least 1 year. Career counseling also available. FREE Ages 18+
	<u>Queens College Women & Work Program at the Mid-Manhattan Extension Center</u>	www.qc.cuny.edu/community/womenwork/Pages/default.aspx 25 W. 43 rd St., Suite 1005 New York, NY 10036 212.642.2070 718.997.4899 / 4885 Apply in person any Monday, Tuesday, or Thursday from 10:30am to 1:30pm	<u>Women & Work Program</u> <ul style="list-style-type: none"> • Computer programs and technology • Interviewing skills, cover letters and resumes • Financial literacy • Life-management skills, including conflict-resolution, time management, and interpersonal communication skills • Mathematical and English skills • English as a second language (ESL) • Dressing for success (free business clothing based on availability) <u>Other Services</u> <ul style="list-style-type: none"> • On-site counseling and needs assessment • Referrals to allied organizations as needed Health and wellness training Requirements <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
	<u>Self-Help Community Services – The Guthery Institute of Training</u>	http://selfhelp.net/home-care/guthery-institute-training 520 8 th Avenue	Home Health Aide training with competitive hourly and live-in rates, vacation and health benefits. Offered in English and Spanish.

		New York, NY 10018 212.971.7714	FREE
	<u>United Cerebral Palsy of New York City</u>	www.ucpnyc.org 251 W. 154 th Street New York, NY 10039 212.979.9700 SEMP projectconnect@ucpnyc.org 877.827.2666	<u>Supported Employment Program (SEMP)</u> <ul style="list-style-type: none"> • Skills training and job site adjustment assessment • Professional development • Job coaching and mentoring • Adaptive technology • Ongoing counseling and support <u>Requirements</u> Individuals with cerebral palsy and other severe disabilities FREE Ages 18+
	<u>Year Up New York City</u> Wall Street Campus Borough of Manhattan Community College Campus Admissions	www.yearup.org/about-us/our-locations/new-york/ 85 Broad Street, 6th Floor, New York, NY 10004 212.785.3340 70 Murray Street, Room M1415 New York, NY 10007 347.749.6046 347.296.0210	Year Up is a one-year, intensive training program for young adults, including: <ul style="list-style-type: none"> • Technical and professional skills training • One-on-one mentorship • College credits • Educational stipend • Corporate internship Year Up enables graduates to move on to full-time employment and higher education. <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>	www.ccbq.org 23-40 Astoria Boulevard Astoria, NY 11102 718.726.9790 YAIP: x 3017, 3000	<u>Young Adult Internship Program (YAIP)</u> 14-week internship program for low-income young adults who are not working and not in school. YAIP is composed of an orientation conducted by selected community-based organizations followed paid internships that offer structured work opportunities. Upon completion of the internship, the organizations will provide nine months of follow-up services and help place the participants in permanent jobs, training programs, or educational settings. Eligibility: Must be between the ages of 16-24, out of school and out of work and resident of NYC. <u>Employment Support Group</u> Provides emotional support and resource development to those struggling to find employment. Participants receive information on job training and placement, job fairs, techniques to improve their resume, and interviewing and networking tips. The group meets every Friday from 10 a.m. to 12 p.m. at the Queens Community

			<p>Center, 23-40 Astoria Boulevard. For more information, call Izzy at 718-726-9790 x8030.</p> <p><u>Other Services</u> Access to computers, fax & copier machines for job search, resume writing, career counseling, job placement assistance, Microsoft Office Skill Check, workshops, literacy classes, computer classes, ESL, events, referrals to certificate training programs</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Walk-ins welcome, but must complete registration process and make an appointment with employment counselor to use services • Complete CCBQ questionnaire • Bring photo ID
	<p><u>Chinese-American Planning Council</u></p>	<p>https://www.cpc-nyc.org/programs/workforce-development</p> <p>136-18 39 Avenue, 8th Fl. Flushing, NY 11365 212.941.0041</p> <p>Information sessions on BuildingWorks, the Career Center, and the Hospitality Careers Training Program are held every Thursday at 10 AM.</p>	<p><u>BuildingWorks Pre-Apprenticeship Training</u> 12-week program in partnership with the New York City District Council of Carpenters Labor Technical College. BuildingWorks is a three-part multi-tiered program that includes:</p> <ul style="list-style-type: none"> • Professional Studies • Environmental Remediation • Construction Skills <p>Courses include resume writing, career guidance, computer literacy, and industry-related math as well as trade specific training. Federal and state level licenses and certificates are awarded to students who successfully pass the exams at the completion of the program.</p> <p><u>Career Center Services:</u></p> <ul style="list-style-type: none"> • Personalized assessments • Application screenings • Job referrals and placements • Post-hire support and follow-up <p><u>Other Services:</u></p> <ul style="list-style-type: none"> • Hospitality Careers Training Program <p>FREE 18+</p>
	<p><u>Goodwill Beyond Jobs Program</u></p>	<p>92-31 Union Hall St, 4th Fl. Jamaica, NY 11433 347. 933.1874 ycavert@goodwillny.org</p>	<p>Beyond Jobs program supports New York City single mothers in navigating their individual career path. Services include:</p> <ul style="list-style-type: none"> • Complete career assessment • Individualized Career planning • Job Skills training • Financial Education • Family Strengthening Services • Job Placement and Retention Services • Connection to healthy food and nutrition initiatives • Post-placement support through counseling, training and family support.

			<u>Trainings</u> <ul style="list-style-type: none"> • First Aid/CPR/AED • NRF Certified Customer Service • NYC Food Protection (Food Handlers) • OSHA 10HR General Industry <p>FREE Ages 18+</p>
	<u>Goodwill GoodSkills Program</u>	http://www.goodwillnynj.org/services/vocational-rehabilitation-services/goodskills-program 33-24 Northern Blvd, 2nd floor Long Island City, NY 11101 347.649.3860	<u>Services</u> <ul style="list-style-type: none"> • 11-week program • Provides clerical skills training and job placement • Vocational assessment • Computer skills training • Work readiness preparation <u>Eligibility</u> <ul style="list-style-type: none"> • Individuals with psychiatric, physical, developmental, substance abuse disabilities; disabled veterans. <p>FREE Ages 18+</p>
	<u>Goodwill Bridges to Success</u>	http://www.goodwillnynj.org/services/vocational-rehabilitation-services/bridges-success 33-24-A Northern Blvd, 2nd Fl. Long Island City, NY 11101 347.649.3890	<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. <u>Eligibility</u> Individuals with an Autism Spectrum Disorder/Asperger's Syndrome
	<u>Job Information Center @ Central Library</u>	http://www.queenslibrary.org/services/job-information/job-search-help/central 89-11 Merrick Boulevard Jamaica, NY 11432 718.990.0746	<u>Services:</u> <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>Visit the website to find out drop-in and open lab hours</p> <p>FREE</p>
	<u>NYS Education Department: Adult Career and Continuing Education Services-Vocational</u>	http://www.acces.nysed.gov/vr 11-15 47th Avenue Long Island City, NY 11101	<u>Services</u> <ul style="list-style-type: none"> • Vocational rehabilitation for individuals with disabilities • Vocational assessment and counseling,

	<u>Rehabilitation (ACCES-VR)</u>	347.510.3100	assistance with transition from school to work, job training & placement, job follow-up. <u>Requirements</u> Individuals with disabilities
	<u>New Immigrant Community Empowerment</u>	http://www.nynice.org/services 71-29 Roosevelt Avenue, 2nd Fl. Jackson Heights, NY 11372 718.205.8796 info@nynice.org	<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. <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. <u>Wage Theft Clinic</u> 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.
Staten Island	<u>NYS Education Department: Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)</u>	http://www.acces.nysed.gov/vr 2071 Clove Road, Suite 302 Staten Island, NY 10304 718.816.4800	<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
Long Island	<u>Goodwill - HempsteadWorks Career Center</u>	www.hempsteadworks.com 50 Clinton St. Suite 400 Hempstead, Freeport, & Hicksville, NY 516.485.5000	<u>Services</u> <ul style="list-style-type: none"> • Career counseling, referrals and information about the job market, child care, transportation & financial assistance • Comprehensive job search resources including a computerized job bank, internet, resume and cover letter writing software, job search videos and CD-ROMs, and phones, faxes, and photocopiers.

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.

Minimum Wage (most private sector employees)	<ul style="list-style-type: none"> Minimum wage in New York City is \$9.00/hr for most non-tipped individuals, as of August 2016. However, minimum wage is set to increase by \$1/year until it reaches \$15/hr.
Minimum Wage (tipped employees)	<ul style="list-style-type: none"> Minimum wage for tipped workers in the hospitality industry is \$7.50/hr, as of August 2016. Minimum wage for other tipped workers is \$7.65/hr if they earn at least \$1.35/hr in tips, or \$6.80/hr if they earn at least \$2.20/hr in tips, as of August 2016. However, minimum wage for tipped workers will increase annually until it reaches \$10/hr.
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).

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.

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 \$11.00/hr for most non-tipped individuals, as of the date of publication of this guide. However, minimum wage is set to increase by \$1/year until it reaches \$15/hr.
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 <http://www1.nyc.gov/assets/dca/downloads/pdf/businesses/Job-Hunter-Bill-of-Rights-English.pdf> (last visited August 1, 2016) 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.

Location	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><u>Getting Ahead Program</u> The Getting Ahead program (housed in Partnering Agencies throughout New York City) connects low-income New Yorkers to productive banking services, a financial plan, and a trusted relationship with an expert Financial Advisor. These programs reach the most marginalized members of society, including public assistance recipients, ex-offenders, domestic violence survivors and the formerly homeless. Courses taught in English and Spanish.</p> <p><u>New York City Financial Empowerment Centers</u> Neighborhood Trust is the lead provider of New York City's Financial Empowerment Centers (FEC) initiative. Neighborhood Trust operates fifteen sites as part of FEC's citywide network of centers providing financial education and supports to all New Yorkers. Via 311, New Yorkers with urgent financial issues are referred to FEC sites where Neighborhood Trust's trained financial counselors deliver free one-on-one financial counseling.</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>The Office of Financial Empowerment (OFE) seeks to increase access to high-quality, low-cost financial education and counseling; improve access to income-boosting tax credits; connect households to safe and affordable banking and asset-building products and services; and enforce and improve consumer protections to enhance financial stability.</p> <p>The Financial Education Network (FEN) Directory provides access to free or low-cost financial education classes, workshops, hotlines, and one-on-one counseling services in New York City, including free financial counseling at the City's Financial Empowerment Centers (FECs).</p> <p>At FECs, you can meet one-on-one with a professional, financial counselor who can help you:</p> <ul style="list-style-type: none"> • Tackle debt • Improve your credit • Create a budget • Open a bank account • Save and plan for your future
	<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>

			Eligibility Women
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NYC Financial Empowerment Centers

The City's **FREE** Financial Empowerment Centers can help you take control of your debt, improve your credit, deal with debt collection, create a budget, open a bank account, and much more. One-on-one financial counseling is provided for FREE by professional counselors in person or by phone in English, Spanish, and Chinese. Some FEC locations also offer classes in computer training, ESL/literacy instruction, HSE preparation, as well as family programs and some social services. Call to make an appointment at the FEC nearest you.

Bronx	<p>Phipps Neighborhoods Opportunity Center</p> <p>Catholic Charities HomeBase</p> <p>Neighborhood Housing Services of the South Bronx</p> <p>Phipps Neighborhoods Center</p>	<p>http://www1.nyc.gov/site/dca/consumers/get-free-financial-counseling.page</p> <p>3125 Third Avenue Bronx, NY 10451</p> <p>2155 Blackrock Avenue Bronx, NY 10472</p> <p>848 Concourse Village West Bronx, NY 10451</p> <p>1030 East 178th Street Bronx, NY 10460</p>	
Brooklyn	<p>Bedford Stuyvesant Restoration Corporation</p> <p>Brooklyn Cooperative Federal Credit Union</p> <p>Brownsville Multi-Service Family Health Center</p> <p>CAMBA</p> <p>Central Library</p>	<p>http://www1.nyc.gov/site/dca/consumers/get-free-financial-counseling.page</p> <p>1368 Fulton Street Brooklyn, NY 11216</p> <p>1474 Myrtle Avenue Brooklyn, NY 11237</p> <p>592 Rockaway Avenue Brooklyn, NY 11212</p> <p>885 Flatbush Avenue Brooklyn, NY 11226</p> <p>10 Grand Army Plaza Brooklyn, NY 11238 Tuesdays in Room 216 Thursdays and Saturdays in Room 3 in the "Commons"</p>	
Manhattan	<p>Department of Consumer Affairs Licensing Center</p> <p>Lower East Side People's Federal Credit Union – o Central Harlem</p>	<p>http://www1.nyc.gov/site/dca/consumers/get-free-financial-counseling.page</p> <p>42 Broadway, Lobby New York, NY 10004</p> <p>2052 Adam Clayton Powell Jr. Blvd New York, NY 10027</p>	

	<ul style="list-style-type: none"> o Lower East Side o East Harlem <p>Midtown Community Court (MCC)</p> <p>Neighborhood Housing Services of New York City</p> <p>Neighborhood Trust Financial Partners</p> <p>Northern Manhattan Improvement Corporation</p>	<p>37 Avenue B New York, NY 10009</p> <p>237 E 104th Street New York, NY 10029 212.828.6061</p> <p>314 West 54th Street New York, NY 10019</p> <p>307 West 36th St, 12th Floor New York, NY 10018</p> <p>530 West 166th Street, 4th Fl. New York, NY 10032</p> <p>45 Wadsworth Avenue New York, NY 10033</p>	
Queens	<p>Catholic Charities HomeBase</p> <p>Make the Road New York</p> <p>Neighborhood Housing Services of Northern Queens</p> <p>Urban Upbound</p>	<p>http://www1.nyc.gov/site/dca/consumers/get-free-financial-counseling.page</p> <p>161-10 Jamaica Avenue, 5th Fl. Jamaica, NY 11432</p> <p>92-10 Roosevelt Avenue Jackson Heights, NY 11372</p> <p>60-20 Woodside Ave, 2nd Fl Woodside, NY 11377</p> <p>38-85 13th Street Long Island City, NY 11101</p>	
Staten Island	<p>Neighborhood Housing Services of Staten Island</p>	<p>http://www1.nyc.gov/site/dca/consumers/get-free-financial-counseling.page</p> <p>770 Castleton Avenue Staten Island, NY 10310</p>	

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 2015-2016 Federal Student Aid Handbook, Volume 1 – Student Eligibility, Chapter 2: Citizenship, available in full at Information for Financial Aid Professionals, <http://ifap.ed.gov/fsahandbook/attachments/1516Vol1Ch2.pdf> (last visited August 1, 2016).

Non-Citizens 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

Location	Organization	Address & Contact Information	Services Offered & Requirements
Citywide	<u>Paul & Daisy Soros Foundation Fellowship for New Americans</u>	www.pdsoros.org 224 West 57th St New York, NY 10019 212.547.6926 APPLY ONLINE	<u>Services</u> <ul style="list-style-type: none"> • Thirty fellowships awarded annually • Each fellowship supports up to two years of graduate study – in any field and in any advanced degree-granting program – in the United States. • Each award is for up to \$25,000 in maintenance grants and up to \$20,000 in tuition support for each year of graduate study supported, a total of as much as \$90,000. • Selection criteria emphasize creativity, originality, initiative, and sustained accomplishment. • The program values a commitment to the constitution and the bill of rights. <u>Requirements:</u> <ol style="list-style-type: none"> 1. <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 2. <i>Age</i> <ul style="list-style-type: none"> • Under 31 as of application date 3. <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.
	<u>Free Application for Federal Student Aid</u>	www.fafsa.ed.gov	<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. <u>Requirements</u> <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 (see table at beginning of Section F) • 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

			<p>occurred while you were receiving federal student aid (such as grants, loans, or work-study).</p> <ul style="list-style-type: none"> 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>Big Dream</u>	https://bigfuture.collegeboard.org/	Provides information about colleges and universities, applying for financial aid and scholarships.
	<u>City University of New York</u>	<p>Various Locations in NYC</p> <p>http://www.cuny.edu/admissions/financial-aid/student-eligibility/resident-temp.html</p>	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>Educators for Fair Consideration</u>	http://www.e4fc.org/images/TradUndergrad_List2016_Final.pdf	Information about available scholarships and their requirements
		http://www.e4fc.org/images/UndergradMiniGuide_3_Status.pdf	Information about how to inquire about scholarship requirements, advice for DACA recipients, pros & cons to disclosing your immigration status, and how to talk about your immigration status.
	<u>FinAid</u>	www.finaid.org/otheraid/undocumented.phtml	Provides information and resources for undocumented students on applying for financial aid and scholarships
	<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>Let's Get Ready</u>	http://www.letsgetready.org/GetStarted/High-School-Students/Resources/2B/	Excellent list of scholarships available to undocumented immigrants
	<u>Mexican American Legal Defense and Education Fund (MALDEF)</u>	http://www.maldef.org/assets/pdf/2016-2017_MALDEF_Scholarship_List.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/category/undergrad-scholarships/	Provides links to several scholarships available to undocumented immigrants.
	<u>NY Gear UP</u>	www.nygearup.org	Programs that assist low income students enter and

			succeed in college
	<u>NYC College Line</u>	http://nyccollegeline.org/	Provides New York City-based resources to those interested in applying to college.
	<u>South Asian Youth Action</u>	http://www.saya.org/programs/	Provide tutoring, college advisement, free SAT prep classes, and assistance with applying for college, financial aid and scholarships to South Asian youth in NYC.
	<u>10,000 Degrees</u>	http://www.10000degrees.org/scholarships/outside-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.

H. SMALL BUSINESS RESOURCES

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

Location	Organization	Address & Contact Information	Services Offered & Requirements
Citywide	<u>City Bar Justice Center - Neighborhood Entrepreneur Law Project</u>	<u>www.bit.ly/nelpcbjc</u> 42 West 44th St. New York, NY 10036 212.382.6633	<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
	<u>Accion East</u>	<u>www.accioneast.org/</u> 80 Maiden Lane, Suite 903 New York, NY 10038 212.387.0377	<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
	<u>Grameen America</u> Bronx	<u>www.grameenamerica.com</u> info@grameenamerica.org 1345 Southern Boulevard Bronx, NY 10459	<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

	<p>Manhattan</p> <p>Queens</p>	<p>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 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>	<p>conjunction with a minimum savings requirement</p> <p><u>General Requirements</u> 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 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>
	<u>Legal Aid Society – Community Development Project</u>	<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>
	<u>SCORE</u>	<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	<u>Bronx Overall Economic Development Corporation</u>	<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</p>

			bidding; financing programs and services especially designed to help small businesses succeed; and workforce development assistance to improve training and reduce employee turnover.
	<u>NYC Department of Small Business Services – Business Solutions Centers</u>	www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml Call 311 Bronx Center 400 East Fordham Rd, 7th Fl. Bronx, NY 10458 718.960.7910	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"> 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>
	<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 tel.: 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

			<ul style="list-style-type: none"> • Business recovery programs • Workforce development assistance • Entrepreneurial training • Business legal services • Micro-loans • Grants for low-income entrepreneurs <p>English and Spanish spoken</p>
	<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: <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>
	<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 Leonid Ostrovsky - Senior Loan Officer - Russian 212.898.4130 Dong Tran - Senior Loan Officer - Vietnamese, Cantonese, Mandarin, & Chow Zhou 212.898.4167 Refugee Program	<u>Micro-loans</u> <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) <u>IDA Savings Program</u> 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 <u>Trainings</u> <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

		212.898.4130 212.898.4126 212.898.4125	<p><u>Household income must not exceed (per # members):</u> 1 - \$20,800 2 - \$28,000 3 - \$35,300 4 - \$42,400 5 - \$49,600 6 - \$56,800 7 - \$64,000 8 - \$71,200</p> <p><u>Credit Requirements</u></p> <ul style="list-style-type: none"> Established via rent or utility receipts and trade references Also need guarantor with acceptable income level and good credit <p><u>Languages</u> English, Spanish, Russian, Chinese, French, Creole, Bassa, Kru, Tibetan, Nepali, Vietnamese.</p>
	<p><u>Business Outreach Center Network (BOCnet)</u></p> <p>Upper Manhattan BOC</p> <p>Chinatown/LES BOC</p>	<p>http://www.bocnet.org</p> <p>57 Wadsworth Avenue New York, NY 10033-7048 212.795.1600</p> <p>70 Mulberry Street, 3rd Floor New York, NY 10013 212.571.1692</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 (and Chinese & Vietnamese at the Chinatown/LES site)</p>
	<u>Hot Bread Kitchen Incubates</u>	<p>https://hotbreadkitchen.org/incubates/</p> <p>1590 Park Avenue New York, NY 10029 212.369.3331 incubator@hotbreadkitchen.org</p>	<p>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 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

			<ul style="list-style-type: none"> • 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>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 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>	<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>
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</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

		<p>917.330.2230 718.701.4110</p> <p>Maria Paulino – Training Coordinator - Spanish 212.898.4127</p> <p>Leonid Ostrovsky - Senior Loan Officer - Russian 212.898.4130</p> <p>Dong Tran - Senior Loan Officer - Vietnamese, Cantonese, Mandarin, & Chow Zhou 212.898.4167</p> <p>Refugee Program 212.898.4130 212.898.4126 212.898.4125</p>	<p>10% for loans \$3,000 and below - Very low application and closing fees (\$25-\$50)</p> <p><u>IDA Savings Program</u> 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> - Personal financial management - First time home buyer's training - One-on-one advice and classes on business management and e-commerce</p> <p><u>Household income must not exceed (per # members):</u> 1 - \$20,800 2 - \$28,000 3 - \$35,300 4 - \$42,400 5 - \$49,600 6 - \$56,800 7 - \$64,000 8 - \$71,200</p> <p><u>Credit Requirements</u> - Established via rent or utility receipts and trade references - Also need guarantor with acceptable income level and good credit</p> <p><u>Languages</u> 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 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>
	<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</p>

			certification and serve as a referral source for CPA consultations and pro-bono legal services for qualified individuals.
	<p><u>Small Business Development Center – Queens</u></p> <p>Queens-LaGuardia SBDC</p> <p>Queens-York 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>City University Of New York York College, 94-50 159th St. Jamaica, NY 11451-9902 718.262.2880</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.
Staten Island	<u>Business Outreach Center Network (BOCnet) – Staten Island</u>	<p>http://www.bocnet.org</p> <p>Staten Island BOC 705 Forest Avenue, 2nd Fl. Staten Island, NY 10310 718.816.4775</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
	<u>NYC Department of Small Business Services – Business Solutions Centers</u>	<p>www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml</p> <p>Call 311</p> <p>Staten Island Center 120 Stuyvesant Place, 3rd Floor, Staten Island, NY 10301 718.285.8400</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"> 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>	<p>http://www.nyssbdc.org/index.aspx</p> <p>College Of Staten Island 2800 Victory Blvd., Building</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,

		3A, Room 105 Staten Island, NY 10314-9806 718.982.2560	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.nycrr.org/#!resources-for-parents/c1r1x> (last visited August 1, 2016). 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>