



# FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner  
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #03-185-EMP

### FEDERATED EMPLOYMENT AND GUIDANCE SERVICES (FEGS) RESOURCE CENTER FOR THE RUSSIAN-SPEAKING COMMUNITY

<b>Date:</b> December 19, 2003	<b>Subtopic(s):</b> Vendors
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff that a new Federated Employment and Guidance Services (FEGS) Resource Center has been opened in Brooklyn to provide services to the Russian-speaking community in New York City.</p> <p>The FEGS Resource Center provides the following programs/services:</p> <ul style="list-style-type: none"><li>• Information and Referral Service – provides information about resources, assistance and services that are available through voluntary community organizations as well as city, state and federal programs</li><li>• Computer Resource Center – offers classes in computer skills and job readiness to help people improve their computer literacy and gain access to better jobs</li><li>• Employment Resource Center – offers job readiness classes and employment counseling to U.S. citizens and legal residents with work permits who are trying to find employment; services offered include preparing a resume, job search correspondence, interviewing and English language skills, and placement and Internet services</li><li>• Citizenship program – helps immigrants who are from the former Soviet Union and at least 50 years of age prepare for the citizenship oral exam, improve their English and learn about the American voting process</li><li>• Partners in Conversation program – provides private tutoring services to immigrants wanting to learn/improve their English language skills</li></ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

Distribution: X

- Counseling Center – offers outpatient counseling services for individuals and families with a variety of emotional problems and mental illness

Staff at Job Centers and NPA Food Stamp Centers should inform their Russian-speaking applicants/participants of these services offered by FECS.

Applicants/participants who are interested in any of these services should contact FECS for an appointment. The FECS Resource Center is located at 940 Kings Highway, Brooklyn, NY 11223 and can be reached by phone at (718) 336-2836 or on the Internet at [www.fecs.org](http://www.fecs.org).

*Effective Immediately*