



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 #04-131-EMP

LETTER TO FOOD STAMP PARTICIPANTS INTRODUCING THE WORKFORCE1 CAREER CENTERS

Date: July 26, 2004	Subtopic(s): Voluntary Employment Services for FS Participants
<p> This procedure can now be accessed on the FIAweb.</p> <p> Forms can now be accessed through Print on Demand at all Job Centers.</p>	<p>This policy bulletin is to inform staff that the Letter to Food Stamp Participants Introducing the Workforce1 Career Centers (Form W-130T) inviting Food Stamp participants to use the services of the New York City Department of Small Business Services Workforce1 Career Centers will be mailed.</p> <p>Workforce1 Career Centers, or One Stop Offices, as they are also called, offer employment services such as assistance with resume writing and job training. Food Stamp participants are encouraged to take advantage of these free services. In addition to assisting Food Stamp participants in obtaining a job, Workforce1 Career Centers can help Food Stamp participants who are already employed to upgrade their skills so that they can qualify for higher paying jobs.</p> <p>These services are voluntary for the participant. All interested Food Stamp participants are to contact the Workforce1 Career Center nearest them directly. Form EXP-77V, which lists the addresses, phone numbers and hours of all of the NYC Workforce1 Career Centers, will be enclosed in the mailing with the W-130T.</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>EXP-77V NYC Workforce1 Career Centers W-130T Letter to Food Stamp Participants Introducing the Workforce1 Career Centers (Rev. 7/23/04)</p>

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*



NYC Workforce1 Career Centers

NYC Workforce1 Career Centers are a one-stop shop for workforce services. If you are looking for a job, or a training program, you'll find what you need at a NYC Workforce1 Career Center.

For Jobseekers:

- Find a job that better meets your needs
- Learn how to be more successful on the job
- Identify and access the best new job opportunities
- Pursue educational and occupational skills training classes that will increase your job choices

NYC Workforce1 Career Centers are staffed with employment and training professionals who will provide you with expert advice and help you develop a customized employment plan that meets your specific needs. Your plan may take advantage of a variety of services which include access to labor market information, resume and interview preparation, job-search coaching, career counseling, access to educational and training opportunities, job referrals and placement, and post-placement professional development.

NYC Workforce1 Career Centers are operated by the New York City Department of Small Business Services, the New York State Department of Labor and the City University of New York. The Centers are part of a growing integration of economic and workforce development initiatives in the City of New York. Each Center combines the expertise of many different organizations to provide a seamless network of employment services and business development resources.

Bronx Workforce1 Career Center

358 East 149th Street
Bronx, NY 10455
Between Third Avenue and Cortlandt Street
Telephone: 718-960-7099
Monday - Friday: 8:30 AM – 5:00 PM

Brooklyn Workforce1 Career Center

9 Bond Street, 5th Floor
Brooklyn, NY 11201
Between Fulton Mall and Livingston Street
Telephone: 718-246-5219
Monday - Friday: 8:30 AM – 5:00 PM

Lower Manhattan Workforce1 Career Center

Affiliate

220 Church Street, 3rd Floor
New York, NY 10013
Between Worth and Thomas Streets
Telephone: 212-442-1355
Monday - Friday: 9:00 AM – 5:00 PM

Queens Workforce1 Career Center

168-46 91st Avenue, 2nd Floor
Jamaica, NY 11432
Between 168th and 169th Streets
Telephone: 718-557-6755
Monday - Friday: 8:30 AM – 5:00 PM

Upper Manhattan Workforce1 Career Center

215 West 125th Street, 6th Floor
New York, NY 10027
Between Adam Clayton Powell Jr Blvd and
Frederick Douglas Blvd
Telephone: 917-493-7000
Monday - Friday: 8:30 AM – 5:00 PM

For more information call 311 and ask for NYC Workforce1 Career Centers,
or visit us online at www.nyc.gov/workforce1.



Centros de Desarrollo Profesional de NYC de Fuerza Laboral 1 (NYC Workforce1 Career Centers)

Los Centros de Desarrollo Profesional NYC Workforce1 proveen todos los servicios útiles para la fuerza laboral. Usted encontrará lo que necesita en el centro de desarrollo profesional NYC Workforce1, ya sea que esté buscando trabajo o que necesite contratar empleados capacitados.

Para Solicitantes de Empleo:

- Encuentre un trabajo que mejor corresponda a sus necesidades.
- Aprenda a tener mayor éxito en el trabajo
- Identifique y acceda las mejores oportunidades nuevas de trabajo
- Dedíquese a tomar clases de capacitación de aptitudes de oficio que ampliarán sus opciones de empleo

Los profesionales de empleo y capacitación del personal de los Centros de Desarrollo Profesional NYC Workforce1 además le proveerán consejos profesionales y le ayudarán a desarrollar un plan individualizado de trabajo que satisfaga sus necesidades particulares. Usted puede reforzar su plan a través de una serie de servicios que incluyen el acceso a datos del mercado laboral, preparación de hoja de vida y entrevista, entrenamiento de búsqueda de trabajo, asesoría profesional, acceso a oportunidades de capacitación y educación, envío y colocación de trabajos y seguimiento profesional luego de ser colocado.

Los Centros de Desarrollo Profesional NYC Workforce1 son administrados por el Departamento de Servicios a las Pequeñas Empresas del Estado de Nueva York (New York City Department of Small Business Services), el Departamento de Trabajo (Department of Labor) y la Universidad de la Ciudad de Nueva York. Los Centros son parte de una creciente iniciativa de la Ciudad de Nueva York para la integración económica y desarrollo de la fuerza laboral. Cada Centro une las facultades de distintas organizaciones para proveer una red confiable de servicios de empleo y recursos para el desarrollo empresarial.

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Bronx, NY 10455
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New York, NY 10027
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Para más información, llame al 311 y pregunte por los Centros de Desarrollo Profesional NYC (Workforce1 Career Centers), o visite nuestra página de Internet al www.nyc.gov/workforce1



HUMAN RESOURCES ADMINISTRATION
180 WATER STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 331-6230 FAX: (212) 331-6281

VERNA EGGLESTON
Administrator/Commissioner

PATRICIA M. SMITH
First Deputy Commissioner

SETH W. DIAMOND
Executive Deputy Commissioner

Dear Food Stamp Participant:

I am writing to tell you of an exciting service that is available to help you find a job or, if you are working, to help you increase your earning potential and make more money for you and your family. This service is available to you free of charge.

Workforce1 Career Center offices, also known as One Stop Offices, are open throughout the City. These offices offer high quality employment services to individuals who need help finding a job. The One Stop Offices can also help people who are already working to upgrade their skills so they can get a better paying job. The organizations providing services have a long history of helping people find employment and are ready to help you now.

Attached to this letter is a separate page with a list of the One Stop Offices. Call the phone number for the office in which you are interested and that is most conveniently located for you. You may also want to visit a One Stop Office to discuss the programs and ask questions. You will find that each One Stop Office offers a great variety of programs, including short-term help writing a résumé and training for specific job leads that will assist you in your employment search. The One Stop Offices are ready to assist you now.

Please contact the One Stop Office nearest you directly. If you have further questions or if you experience problems after contacting the One Stop Office, contact the HRA Infoline at (877) HRA-8411.

Sincerely,

Seth Diamond
Executive Deputy Commissioner
Family Independence Administration



HUMAN RESOURCES ADMINISTRATION
180 WATER STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 331-6230 FAX: (212) 331-6281

VERNA EGGLESTON
Administradora/Comisionada

PATRICIA M. SMITH
Primera Subcomisionada

SETH W. DIAMOND
Subcomisionado Ejecutivo

Estimado(a) Participante de Cupones para Alimentos:

Me dirijo a usted para informarle acerca de la disponibilidad de un servicio dinámico que le ayudará a encontrar trabajo, o si ya tiene uno, a aumentar su capacidad para obtener ingresos para usted y su familia. Lo mejor del caso es que este servicio es gratis.

Las oficinas del Centro Profesional Workforce1 (Workforce1 Career Center), que también se conocen como las Oficinas Integradas (One Stop Offices), están abiertas en toda la ciudad para ofrecerle servicios de empleo de alta calidad a personas que necesiten ayuda para conseguir trabajo. Las Oficinas Integradas también pueden ayudar a personas que ya estén trabajando a aumentar su capacitación con el fin de conseguir un trabajo de mejor sueldo. Las organizaciones que brindan estos servicios tienen una larga trayectoria de ayuda a personas en busca de trabajo, y están listas para ayudarle a usted ahora mismo.

Adjunta incluimos una lista de las Oficinas Integradas. Llame al teléfono de la oficina que le interese y que quede en la localidad más práctica para usted. También puede visitar una Oficina Integrada tanto para dialogar acerca de los programas que tiene disponibles, como para hacer preguntas. Usted notará que cada Oficina Integrada ofrece una gran variedad de programas, los cuales incluyen ayuda a corto plazo con respecto a redacción de hojas de vida (résumés) y capacitación para vacantes disponibles, lo que le será de gran utilidad en su búsqueda de trabajo. Las Oficinas Integradas están listas para ayudarle a usted ahora mismo.

Por favor llame directamente a su oficina más cercana. Si tiene más preguntas o si experimenta problemas después de comunicarse con la Oficina Integrada, llame a la línea de información de la HRA al (877) HRA-8411.

Atentamente,

Seth Diamond
Subcomisionado Ejecutivo
Administración de Independencia Familiar