



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 #04-158-EMP

(This Policy Bulletin Replaces PB #04-143-EMP)


LETTER TO FOOD STAMP PARTICIPANTS INTRODUCING THE WORKFORCE1 CAREER CENTERS

Date: August 27, 2004	Subtopic(s): Food Stamps Employment Programs
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revision to the Original Procedure:</p> <p>This policy bulletin is being reissued because the Letter to Food Stamp Participants Introducing the Workforce1 Career Centers (W-130T) and the accompanying flyer regarding NYC Workforce1 Career Centers (EXP-77V) have been revised. The instruction in the W-130T that the participant should call the nearest One Stop Office has been removed. The EXP-77V now provides recommended times for Food Stamp participants to visit a Workforce1 Career Center and attend an orientation session.</p> <p>Purpose:</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>

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*

These services are voluntary for the participant. All interested Food Stamp participants should visit the Workforce1 Career Center nearest them. 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**.

Effective Immediately

 Please use Print on Demand to obtain copies of forms.

Attachments:

EXP-77V NYC Workforce1 Career Centers (Rev. 8/26/04)
W-130T Letter to Food Stamp Participants Introducing the Workforce1 Career Centers (Rev. 8/26/04)



NYC Workforce1 Career Centers *Information for Food Stamp Participants*

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.

Each Center has recommended times to visit and attend an orientation session to discuss the services and ask questions. Of course, you are welcome to visit the Center during any of their normal operating hours.

All Centers are open Monday – Friday, 8:30am – 5:00pm, except Lower Manhattan, which operates daily from 9:00am – 5:00pm.

Bronx Workforce1 Career Center

358 East 149th Street
Bronx, NY 10455
Between Third Avenue and Cortlandt Street
Telephone: 718-960-7099
Recommended: Tues/Wed/Thurs: 1:00 – 4:00pm

Queens Workforce1 Career Center

168-46 91st Avenue, 2nd Floor
Jamaica, NY 11432
Between 168th and 169th Streets
Telephone: 718-557- 6755
Recommended: Fri: 1:00 – 4:00pm

Brooklyn Workforce1 Career Center

9 Bond Street, 5th Floor
Brooklyn, NY 11201
Between Fulton Mall and Livingston Street
Telephone: 718-246-5219
Recommended: Mon/Tues/Wed/Thurs: 11:00am

Upper Manhattan Workforce1 Career Center

215 West 125th Street, 6th Floor
New York, NY 10027
Between Adam Clayton Powell Jr Blvd. and
Frederick Douglass Blvd.
Telephone: 917-493-7000
Recommended: Mon/Wed/Fri: 9:30am, 12:00pm, 2:30pm

Lower Manhattan Workforce1 Career Center Affiliate

220 Church Street, 3rd Floor
New York, NY 10013
Between Worth and Thomas Streets
Telephone: 212-442-1355
Recommended: Wed: 9:30am



Centros de Desarrollo Profesional de NYC Workforce 1 Información para Participantes de Cupones para Alimentos

Los Centros de Desarrollo Profesional NYC Workforce1 brindan servicios integrados a la fuerza laboral. Usted encontrará lo que necesita en el centro de desarrollo profesional NYC Workforce1, ya sea que esté buscando trabajo o un programa de capacitación.

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

Usted contará con la opinión experta de profesionales de empleo y capacitación del personal de los Centros de Desarrollo Profesional NYC Workforce1 quienes 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 los conocimientos de distintas organizaciones para brindar una red confiable de servicios de empleo y recursos para el desarrollo empresarial.

Cada centro tiene un horario sugerido para visitar y asistir a sesiones informativas en las cuales se tratará sobre los servicios y se responderán a sus preguntas. Por supuesto, usted tiene la libertad de visitar el Centro durante su horario de trabajo normal.

Todos los Centros están abiertos lunes – viernes, 8:30am – 5:00pm, a excepción del bajo Manhattan, cuyos Centros trabajan diariamente en un horario de 9:00am – 5:00pm.

Bronx Workforce1 Career Center

358 East 149th Street
Bronx, NY 10455
Entre Third Avenue y Cortlandt Street
Teléfono: 718-960-7099
Horario Sugerido: mar/mier/jue: 1:00 – 4:00pm

Brooklyn Workforce1 Career Center

9 Bond Street, 5th Floor
Brooklyn, NY 11201
Entre Fulton Mall y Livingston Street
Teléfono: 718-246-5219
Horario Sugerido: lun/mar/mier/jue: 11:00am

Lower Manhattan Workforce1 Career Center Affiliate

220 Church Street, 3rd Floor
New York, NY 10013
Entre Worth y Thomas Streets
Teléfono: 212-442-1355
Horario Sugerido: miércoles: 9:30am

Queens Workforce1 Career Center

168-46 91st Avenue, 2nd Floor
Jamaica, NY 11432
Entre 168th y 169th Streets
Teléfono: 718-557-6755
Horario Sugerido: viernes: 1:00 – 4:00pm

Upper Manhattan Workforce1 Career Center

215 West 125th Street, 6th Floor
New York, NY 10027
Entre Adam Clayton Powell Jr. Blvd. y Frederick
Douglas Blvd.
Teléfono: 917-493-7000
Horario Sugerido: lun/mier/vier: 9:30am, 12:00pm,
2:30pm



HUMAN RESOURCES ADMINISTRATION
180 WATER STREET
NEW YORK, NEW YORK 10038

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 the contact information and hours for the One Stop Offices. 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.

If you have further questions or if you experience problems after contacting the One Stop Offices, 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

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 la información que usted necesitará para comunicarse con las Oficinas Integradas, al igual que las horas de trabajo de las mismas. 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.

Si tiene más preguntas o si experimenta problemas después de comunicarse con las Oficinas Integradas, llame a la línea de información de la HRA al (877) HRA-8411.

Atentamente,

Seth Diamond
Subcomisionado Ejecutivo
Administración de Independencia Familiar