



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 #04-164-OPE

REVISIONS TO FORM W-146X

<p>Date: September 16, 2004</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff of the revisions to the Legal Service Providers – Eviction Prevention Program form (W-146X).</p> <p>The form has been revised as follows:</p> <ul style="list-style-type: none"> • The Eligibility Specialist title has been changed to Job Opportunity Specialist. • All Legal Service Providers were contacted to provide the Agency with any changes in address, telephone number, contact person and areas served. This information was utilized to update Form W-146X. • The form is now also available in Spanish. <p>Staff must ensure that participants who are in need of legal services to prevent eviction are provided this information to assist them with their legal problems.</p> <p>Center Directors must ensure that all previous versions of Form W-146X are removed from circulation and recycled.</p> <p><i>Effective Immediately</i></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*

 Please use Print on Demand to obtain copies of forms.

Attachments:

- W-146X** Legal Service Providers – Eviction Prevention Program (Rev. 9/16/04)
- W-146X(S)** Legal Service Providers – Eviction Prevention (Spanish) (9/16/04)



Legal Service Providers – Eviction Prevention Program

	JOS/Worker	Telephone Number	
	Legal Services Offices	Contact	Areas Served
Brooklyn	<p>Bedford-Stuyvesant Community Legal Services 1360 Fulton Street, Suite 301 Brooklyn, NY 11216</p>	<p>Camille Cook (718) 636-1155</p>	<p>Central Brooklyn Zip Codes: 11213, 16, 21, 25, 33</p>
	<p>Brooklyn Legal Services Corporation A 256-260 Broadway Brooklyn, NY 11211</p>	<p>Maria Posner (718) 782-6195</p>	<p>Williamsburg Zip Codes: 11206, 11, 37, 22</p>
	<p>80 Jamaica Avenue Brooklyn, NY 11207</p>	<p>Myrna Sanabria (718) 487-1300</p>	<p>East Brooklyn Zip Codes: 11207, 08, 12, 36, 39</p>
	<p>South Brooklyn Legal Services, Inc. 105 Court Street, 3rd Floor Brooklyn, NY 11201</p>	<p>Frances LaGuer (718) 237-5500</p>	<p>South Brooklyn Zip Codes: 11201, 03, 05, 09, 10, 14–15, 17–18, 20, 23, 24, 26, 28–32, 34, 38</p>
	<p>The Legal Aid Society Brooklyn Neighborhood Office 111 Livingston Street, 7th Floor Brooklyn, NY 11201</p>	<p>Emily Ruben (718) 722-3100</p>	<p>Zip Codes: 11205, 09, 10, 14, 15, 18, 20, 22–26, 28–30, 33–39</p>
	<p style="text-align: center; font-size: 4em; color: blue; opacity: 0.5;">SAMPLE</p>		
Bronx	<p>Legal Services for New York City (LSNY/Bronx) 369 East 148th Street (Lower Level) Bronx, NY 10455</p>	<p>Steven Telzak (718) 928-3700</p>	<p>All Bronx PA, FS & Medicaid Issues</p>
	<p>1 Fordham Plaza, Suite 904A & B, 9th Floor Bronx, NY 10459</p>	<p>Steven Telzak (718) 928-3700</p>	<p>All Bronx Jiggetts Cases</p>
	<p>The Legal Aid Society 953 Southern Boulevard Bronx, NY 10451</p>	<p>Marshall Green (718) 991-4600</p>	<p>All Bronx</p>
	<p>Bronx Courthouse 1118 Grand Concourse Bronx, NY 10452</p>	<p>Marshall Green (718) 681-8712</p>	<p>All Bronx</p>
	<p>Neighborhood Association for Inter-Cultural Affairs, Inc. 1055 Grand Concourse Bronx, NY 10452</p>	<p>Eduardo LaGuerre (718) 538-4839</p>	<p>All Bronx</p>

Legal Service Providers – Eviction Prevention Program

	Legal Services Offices	Contact	Areas Served
Queens	<p>The Legal Aid Society: Rockaway Neighborhood Office 1600 Central Avenue Far Rockaway, NY 11691</p> <p>Queens Neighborhood Office 120-46 Queens Boulevard Kew Gardens, NY 11415</p> <p>Queens Legal Services – Jamaica Office 8900 Sutphin Blv., 2nd Floor Jamaica, NY 11435</p> <p>Queens Legal Services – Long Island City Office 42-15 Crescent Street, 9th Floor Long Island City, NY 11101</p>	<p>April Newbauer (718) 286-2461</p> <p>Susan Gibson-O’Gara (718) 286-2454</p> <p>Carl Callender (718) 657-8611 Ext. 28</p> <p>Carl Callender (718) 392-5646</p>	<p style="text-align: center;">Zip Codes: 11691–95, 97; 11414, 16, 17, 20, 22</p> <p style="text-align: center;">All Queens</p> <p style="text-align: center;">All Queens except Flushing, Astoria, Long Island City</p> <p style="text-align: center;">All Queens</p>
Staten Island	<p>The Legal Aid Society, Civil Division Staten Island Neighborhood Office 60 Bay Street, 1st Floor Staten Island, NY 10301</p>	<p>Christopher Lamb (718) 273-6677</p>	<p style="text-align: center;">All Staten Island</p>
Manhattan	<p style="text-align: center; font-size: 2em; color: blue; opacity: 0.5;">SAMPLE</p> <p>Community Law Office 230 East 106th Street New York, NY 10029</p> <p>MFY Legal Services 299 Broadway, 4th Floor New York, NY 10007</p> <p>Northern Manhattan Improvement Corporation 76 Wadsworth Avenue New York, NY 10033</p> <p>Eviction Intervention Services 150 East 62nd St. New York, NY 10021</p> <p>Harlem Legal Services 55 West 125th Street, 10th Floor New York, NY 10027</p> <p>Housing Conservation Coordinators 777 10th Avenue New York, NY 10019</p>	<p>Elizabeth Hay (212) 426-3000</p> <p>Jeanette Zelhos (212) 417-3700</p> <p>Barbara Lowry (212) 822-8300</p> <p>Larry Sharpe (212) 308-2210</p> <p>Shirley Traylor (212) 348-7449</p> <p>Harvey Epstein (212) 541-5996</p>	<p>East 96th Street North to Inwood West 110th Street North to Inwood</p> <p>Entire East Side East Harlem to Battery 10029, 10035, 10037 Mid-West Side 36th Street to 115th Street</p> <p>Washington Heights/Inwood 155th–228th & Marble Hill</p> <p>All Bronx and Manhattan: West Side – 42nd Street to 79th Street East Side – 5th Avenue to Roosevelt Island</p> <p style="text-align: center;">Zip Codes: 10025–27, 30–35, 37, 39, 40</p> <p>Clinton Area/West Side 34th–59th Street West of 8th, 9th, 10th, 11th Avenues–60th Street</p>



Proveedores de Servicios Legales – Programa de Prevención de Desalojos
(Legal Service Providers – Eviction Prevention Program)

JOS/Trabajador

Número de Teléfono

	Oficinas de Servicios Legales	Contacto	Zonas de Servicio
Brooklyn	Bedford-Stuyvesant Community Legal Services 1360 Fulton Street, Suite 301 Brooklyn, NY 11216	Camille Cook (718) 636-1155	Central Brooklyn Zip Codes: 11213, 16, 21, 25, 33
	Brooklyn Legal Services Corporation A 256-260 Broadway Brooklyn, NY 11211	Maria Posner (718) 782-6195	Williamsburg Zip Codes: 11206, 11, 37, 22
	80 Jamaica Avenue Brooklyn, NY 11207	Myrna Sanabria (718) 487-1300	East Brooklyn Zip Codes: 11207, 08, 12, 36, 39
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	The Legal Aid Society Brooklyn Neighborhood Office 111 Livingston Street, 7th Floor Brooklyn, NY 11201	Emily Ruben (718) 722-3100	Zip Codes: 11205, 09, 10, 14, 15, 18, 20, 22–26, 28–30, 33–39
	Brooklyn, NY 11235	(718) 852-8888	Zip Code: 11235
Bronx	Legal Services for New York City (LSNY/Bronx) 369 East 148th Street (Lower Level) Bronx, NY 10455	Steven Telzak (718) 928-3700	All Bronx PA, FS & Medicaid Issues
	1 Fordham Plaza, Suite 904A & B, 9th Floor Bronx, NY 10459	Steven Telzak (718) 928-3700	All Bronx Jiggetts Cases
	The Legal Aid Society 953 Southern Boulevard Bronx, NY 10451	Marshall Green (718) 991-4600	All Bronx
	Bronx Courthouse 1118 Grand Concourse Bronx, NY 10452	Marshall Green (718) 681-8712	All Bronx
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SAMPLE

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	<p>Queens Neighborhood Office 120-46 Queens Boulevard Kew Gardens, NY 11415</p>	<p>Susan Gibson-O’Gara (718) 286-2454</p>	<p>All Queens</p>
	<p>Queens Legal Services – Jamaica Office 8900 Sutphin Blv., 2nd Floor Jamaica, NY 11435</p>	<p>Carl Callender (718) 657-8611 Ext. 28</p>	<p>All Queens except Flushing, Astoria, Long Island City</p>
	<p>Queens Legal Services – Long Island City Office 42-15 Crescent Street, 9th Floor Long Island City, NY 11101</p>	<p>Carl Callender (718) 392-5646</p>	<p>All Queens</p>
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Manhattan	SAMPLE		
	<p>Community Law Office 230 East 106th Street New York, NY 10029</p>	<p>Elizabeth Hay (212) 426-3000</p>	<p>East 96th Street North to Inwood West 110th Street North to Inwood</p>
	<p>MFY Legal Services 299 Broadway, 4th Floor New York, NY 10007</p>	<p>Jeanette Zelhos (212) 417-3700</p>	<p>Entire East Side East Harlem to Battery 10029, 10035, 10037 Mid-West Side 36th Street to 115th Street</p>
	<p>Northern Manhattan Improvement Corporation 76 Wadsworth Avenue New York, NY 10033</p>	<p>Barbara Lowry (212) 822-8300</p>	<p>Washington Heights/Inwood 155th–228th & Marble Hill</p>
	<p>Eviction Intervention Services 150 East 62nd St. New York, NY 10021</p>	<p>Larry Sharpe (212) 308-2210</p>	<p>All Bronx and Manhattan: West Side – 42nd Street to 79th Street East Side – 5th Avenue to Roosevelt Island</p>
	<p>Harlem Legal Services 55 West 125th Street, 10th Floor New York, NY 10027</p>	<p>Shirley Traylor (212) 348-7449</p>	<p>Zip Codes: 10025–27, 30–35, 37, 39, 40</p>
<p>Housing Conservation Coordinators 777 10th Avenue New York, NY 10019</p>	<p>Harvey Epstein (212) 541-5996</p>	<p>Clinton Area/West Side 34th–59th Street West of 8th, 9th, 10th, 11th Avenues–60th Street</p>	