



OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #16-48-EMP

(This Policy Directive Replaces PB #07-37-EMP)

NYC WORKFORCE1 CAREER CENTERS FLYER

<p>Date: June 22, 2016</p>	<p>Subtopic(s): Employment</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>The Workforce1 Flyer should not be displayed in the applicant/participant waiting areas.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the NYC Workforce1 Career Centers Flyer (W-300A) has been updated. This policy bulletin is informational for all other staff.</p> <p>The W-300A lists the Workforce1 Career Centers in the five boroughs, along with their business hours and telephone and fax numbers. The flyer is to be given to anyone who comes into a Job Center looking for a job only, and <u>does not</u> want to apply for Cash Assistance (CA). NCA SNAP Centers can also give this flyer to SNAP participants looking for employment.</p> <p>Job Center staff can provide the W-300A to any individual seeking employment, but not Cash Assistance. If the individual has questions regarding employment, the receptionist should advise him/her to contact the Career Center in his/her borough.</p> <p>If the individual has questions that are not employment related, and does not want to apply for CA, he/she should be given a ticket to the Customer Service and Information Center (CSIC).</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>W-300A NYC Workforce1 Career Centers Flyer (Rev. 6/21/16)</p> <p>W-300A (S) NYC Workforce1 Career Centers Flyer (Spanish) (Rev. 6/21/16)</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298



NYC Workforce1 Career Centers

Information for Individuals Not Applying for Cash Assistance (Back to Work [B2W] Vendors Provide These Services for Cash Assistance Applicants and 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 Job Seekers:

- 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, résumé 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.

For more information, visit **Workforce1** on the Internet at <http://www.nyc.gov/html/sbs/wf1/html/about/about.shtml>.

NYC WORKFORCE1 CAREER CENTERS	
BRONX	
<p>Bronx Workforce1 Career Center Fordham Place 400 East Fordham Road (entrance on Webster) Bronx, NY 10458 Telephone: (718) 960-2458 Email: workforce1bronx@rws-nyc.com Hours: Monday – Friday: 8:30 AM – 5:00 PM</p>	<p>Hunts Point Workforce1 Career Center 1029 E 163rd Street, 3rd Floor Bronx, NY 10459 Between Southern Boulevard and Simpson Street Telephone: (718) 542-6777 Email: workforce1huntspoint@rws-nyc.com Hours: Monday – Friday: 9:00 AM – 5:00 PM</p>
BROOKLYN	
<p>Brooklyn Central Library Workforce1 Career Center (by appointment only) Brooklyn Public Library 10 Grand Army Plaza, 2nd Floor Brooklyn, NY 11238 Telephone: (718) 246-5219 Email: Workforce1Brooklyn@grantassociatesinc.com Hours: <u>By appointment only</u></p>	<p>Brooklyn Workforce1 Career Center 9 Bond Street, 5th Floor Brooklyn, NY 11201 Between Livingston and Fulton Streets Telephone: (718) 246-5219 Email: Workforce1Brooklyn@grantassociatesinc.com Hours: <u>Monday – Friday: 9:00 AM – 5:00 PM</u></p>
<p>Brooklyn Workforce1 Industrial & Transportation Career Center Brooklyn Army Terminal 140 58th Street, Building "B" Lobby Brooklyn, NY 11220 58th St at 2nd Ave Telephone: (347) 987-3834 Hours: <u>Monday – Friday: 9:00 AM – 5:00 PM</u></p>	<p>New York State Department of Labor Metro Tech Workforce1 Career Center 250 Schermerhorn Street Brooklyn, NY 11201 Telephone: (718) 780-9200 Email: Brooklyn@labor.ny.gov Hours: <u>Monday – Friday: 8:00 AM – 4:30 PM</u></p>
<p style="text-align: center;">Sandy Recovery Workforce1 Career Center 1906 Mermaid Avenue, 2nd Floor Brooklyn, NY 11224 Telephone: (646) 927-6093 Email: sandyrecoveryworkforce1@grantassociatesinc.com Hours: <u>Monday – Friday: 9:00 AM – 5:00 PM</u></p>	

MANHATTAN

Midtown Workforce1 Career Center

(by appointment only)
1250 Broadway, Suite 810
New York, NY 10001
At 32nd Street between 5th and 6th Avenues
Telephone: (646) 358-4747
Email: workforce1midtown@grantassociatesinc.com
Hours: Monday – Friday: 8:30 AM – 5:00 PM

New York State Department of Labor

Lower Manhattan Workforce1 Career Center
1 Hudson Square, 75 Varick Street
New York, NY 10013
Telephone: (212) 775-3771
Email: Varickstreet@labor.ny.gov
Hours: Monday – Friday: 8:30 AM – 4:30 PM

Upper Manhattan Workforce1 Career Center

215 West 125th Street, 6th Floor
New York, NY 10027
Between 7th and 8th Avenues (also known as
Clayton Powell Jr. Blvd & Frederick Douglass Blvd.)
Telephone: (917) 493-7054
Email: umworkforce1@edsisolutions.com
Hours: Monday – Friday: 8:30 AM – 5:00 PM

Workforce1 Healthcare Career Center

79 John Street, 2nd Floor
New York, NY 10038
Telephone: (212) 618-8925
Email: workforce1healthcarecareers@rws-nyc.com
Hours: Monday – Friday: 9:00 AM – 5:00 PM

QUEENS

Flushing Workforce1 Career Center

41-17 Main Street, 3rd Floor
Flushing, NY 11355
Telephone: (718) 412-0926
Email: workforce1flushing@grantassociatesinc.com
Hours: Monday – Friday: 9:00 AM – 5:00 PM

Long Island City Workforce1 Career Center

(by appointment only)
38-81 13th Street
Long Island City, NY 11101
Telephone: (718) 784-0877
Email: Workforce1LIC@urbanupbound.org
Hours: Monday – Friday: 9:00 AM – 5:00 PM

New York State Department of Labor

Flushing Workforce1 Career Center
138-60 Barclay Avenue, 2nd Floor
Flushing, NY 11355
Telephone: (718) 321-6307
Email: Flushing@labor.ny.gov
Hours: Monday – Friday: 8:30 AM – 5:00 PM

Queens Workforce1 Career Center

168-25 Jamaica Avenue, 2nd Floor
Jamaica, NY 11432
Between 168th and 169th Streets
Telephone: (718) 557-6755
Email: Workforce1Queens@grantassociatesinc.com
Hours: Monday – Friday: 9:00 AM – 5:00 PM

Rockaway Workforce1 Career Center

57-17 Shore Front Parkway
Arverne, NY 11692
Telephone: (347) 926-4376
Email: wf1rockaway@edsisolutions.com
Hours: Monday – Friday: 9:00 AM – 5:00 PM

Workforce1 Industrial & Transportation Career Center

168-46 91st Avenue, 2nd Floor
Jamaica, NY 11432
Between 168th and 169th Streets
Telephone: (718) 577-2194
Email: industrialandtransportation@grantassociatesinc.com
Hours: Monday – Friday: 8:30 AM – 5:00 PM

STATEN ISLAND

Staten Island Workforce1 Career Center

120 Stuyvesant Place, 3rd Floor
Staten Island, NY 10301
Between Wall and Hyatt Streets
Telephone: (718) 285-8388
Email: Workforce1@edsisolutions.com
Hours: Monday – Friday: 8:30 AM – 5:00 PM

Staten Island Workforce1 Industrial & Transportation Career Center

1972 Richmond Terrace
Staten Island, NY 10302
Telephone: (718) 433-2334
Hours: Monday – Friday: 9:00 AM – 5:00 PM

Staten Island South Shore Workforce1 Career Center

(by appointment only)
3845 Richmond Avenue, 2nd Floor
Staten Island, NY 10312
Telephone: (347) 308-5018
Email: Workforce1SouthShore@edsisolutions.com
Hours: Monday – Friday: 9:00 AM – 5:00 PM

DEPARTMENT OF LABOR DISPLACED HOMEMAKER PROGRAM

Bronx Community College

2155 University Avenue
Bronx, NY 10453
Telephone: (718) 289-5833
Email: blanche.kellawon@bcc.cuny.edu

Fresh Start at Agudath

Israel of America
4006 18th Avenue
Brooklyn, NY 11218
Telephone: (718) 506-6500 X219
Email: aifreshstart@yahoo.com

Workforce Education Center at LaGuardia

31-10 University Avenue, Room C-314
Long Island City, NY 11101
Telephone: (718) 482-5398
Email: mshellpa@lagcc.cuny.edu



NYC Workforce1 Career Centers

Información para los No Solicitantes de Asistencia en Efectivo (Los contratistas del programa Vuelta al Trabajo [B2W] brindan estos servicios a los solicitantes y participantes de Asistencia en Efectivo)



Los Centros de Desarrollo Profesional de NYC Workforce1 brindan una gama de servicios laborales en un solo local. Si busca trabajo o un programa de capacitación, usted encontrará lo que necesite en un Centro de Desarrollo Profesional NYC Workforce1.

Para los Solicitantes de Trabajo:

- Encuentre trabajo más adecuado para sus necesidades.
- Aprenda a tener más éxito en el trabajo.
- Identifique y acceda a las mejores nuevas oportunidades de trabajo.
- Tome clases educacionales y de capacitación para aumentar sus opciones de trabajo.

Los Centros de Desarrollo Profesional NYC Workforce1 cuentan con profesionales de empleo y capacitación quienes le brindarán consejos peritos y le ayudarán a desarrollar un plan individualizado de trabajo que satisfaga sus necesidades particulares. Su plan puede aprovecharse de una gama de servicios, los cuales incluyen el acceso a datos del mercado laboral, preparación de su currículum vitae y para las entrevistas, consejería de búsqueda de trabajo, asesoría profesional, acceso a oportunidades de capacitación y educación, envíos y colocación de trabajo, al igual que desarrollo profesional tras dicha colocación.

Los Centros de Desarrollo Profesional de NYC Workforce1 los administra el Departamento de Servicios a las Pequeñas Empresas del Estado de Nueva York, el Departamento de Trabajo del Estado de Nueva York y la Universidad de la Ciudad de Nueva York (CUNY). Los Centros forman parte de una creciente integración de iniciativas económicas y del desarrollo de la fuerza laboral de la Ciudad de Nueva York. Cada centro combina la pericia de distintas organizaciones para brindar una red integrada de servicios de empleo y de recursos para el desarrollo empresarial.

Para más información visite **Workforce1** por Internet en: <http://www.nyc.gov/html/sbs/wf1/html/about/about.shtml>.

LOS CENTROS PROFESIONALES DE NYC WORKFORCE1

BRONX

Bronx Workforce1 Career Center

Fordham Place
400 East Fordham Road (entrada por Webster)
Bronx, NY 10458
Teléfono: (718) 960-2458
Email: workforce1bronx@rws-nyc.com
Horas: lunes – viernes: 8:30 AM – 5:00 PM

Hunts Point Workforce1 Career Center

1029 E 163rd Street, 3er piso
Bronx, NY 10459
Entre Southern Boulevard y Simpson Street
Teléfono: (718) 542-6777
Email: workforce1huntspoint@rws-nyc.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

BROOKLYN

Brooklyn Central Library Workforce1 Career Center

(sólo con cita)
Brooklyn Public Library
10 Grand Army Plaza, 2do piso
Brooklyn, NY 11238
Teléfono: (718) 246-5219
Email: Workforce1Brooklyn@grantassociatesinc.com
Horas: Sólo con cita

Brooklyn Workforce1 Career Center

9 Bond Street, 5to piso
Brooklyn, NY 11201
Entre Livingston Street y Fulton Street
Teléfono: (718) 246-5219
Email: Workforce1Brooklyn@grantassociatesinc.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

Brooklyn Workforce1 Industrial & Transportation Career Center

Brooklyn Army Terminal
140 58th Street, Edificio "B" Vestíbulo
Brooklyn, NY 11220
58th Street en 2nd Ave
Teléfono: (347) 987-3834
Horas: lunes – viernes: 9:00 AM – 5:00 PM

New York State Department of Labor

Metro Tech Workforce1 Career Center
250 Schermerhorn Street
Brooklyn, NY 11201
Teléfono: (718) 780-9200
Email: Brooklyn@labor.ny.gov
Horas: lunes – viernes: 8:00 AM – 4:30 PM

Sandy Recovery Workforce1 Career Center

1906 Mermaid Avenue, 2do piso
Brooklyn, NY 11224
Teléfono: (646) 927-6093
Email: sandyrecoveryworkforce1@grantassociatesinc.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

MANHATTAN

Midtown Workforce1 Career Center

(sólo con cita)
1250 Broadway, Suite 810
New York, NY 10001
En 32nd Street entre la 5th Avenue y 6th Avenue
Teléfono: (646) 358-4747
Email: workforce1midtown@grantassociatesinc.com
Horas: lunes – viernes: 8:30 AM – 5:00 PM

New York State Department of Labor

Lower Manhattan Workforce1 Career Center
1 Hudson Square, 75 Varick Street
New York, NY 10013
Teléfono: (212) 775-3771
Email: Varickstreet@labor.ny.gov
Horas: lunes – viernes: 8:30 AM – 4:30 PM

Upper Manhattan Workforce1 Career Center

215 West 125th Street, 6to piso
New York, NY 10027
Entre 7th Avenue y 8th Avenue
(También conocidas como Clayton Powell Jr. Blvd y
Frederick Douglass Blvd.)
Teléfono: (917) 493-7054
Email: umworkforce1@edsisolutions.com
Horas: lunes – viernes: 8:30 AM – 5:00 PM

Workforce1 Healthcare Career Center

79 John Street, 2do piso
New York, NY 10038
Teléfono: (212) 618-8925
Email: workforce1healthcarecareers@rws-nyc.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

QUEENS

Flushing Workforce1 Career Center

41-17 Main Street, 3er piso
Flushing, NY 11355
Teléfono: (718) 412-0926
Email: workforce1flushing@grantassociatesinc.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

Long Island City Workforce1 Career Center

(sólo con cita)
38-81 13th Street
Long Island City, NY 11101
Teléfono: (718) 784-0877
Email: Workforce1LIC@urbanupbound.org
Horas: lunes – viernes: 9:00 AM – 5:00 PM

New York State Department of Labor

Flushing Workforce1 Career Center
138-60 Barclay Avenue, 2do piso
Flushing, NY 11355
Teléfono: (718) 321-6307
Email: Flushing@labor.ny.gov
Horas: lunes – viernes: 8:30 AM – 5:00 PM

Queens Workforce1 Career Center

163-25 Jamaica Avenue, 2do piso
Jamaica, NY 11432
Entre 168th y 169th Street
Teléfono: (718) 557-6755
Email: Workforce1Queens@grantassociatesinc.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

Rockaway Workforce1 Career Center

57-17 Shore Front Parkway
Arverne, NY 11692
Teléfono: (347) 926-4376
Email: wf1rockaway@edsisolutions.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

Workforce1 Industrial & Transportation Career Center

168-46 91st Avenue, 2do piso
Jamaica, NY 11432
Entre 168th y 169th Street
Teléfono: (718) 577-2194
Email: industrialandtransportation@grantassociatesinc.com
Horas: lunes – viernes: 8:30 AM – 5:00 PM

STATEN ISLAND

Staten Island Workforce1 Career Center

120 Stuyvesant Place, 3er piso
Staten Island, NY 10301
Entre Wall Street y Hyatt Street
Teléfono: (718) 285-8388
Email: Workforce1@edsisolutions.com
Horas: lunes – viernes: 8:30 AM – 5:00 PM

Staten Island Workforce1 Industrial & Transportation Career Center

1972 Richmond Terrace
Staten Island, NY 10302
Teléfono: (718) 433-2334
Horas: lunes – viernes: 9:00 AM – 5:00 PM

Staten Island South Shore Workforce1 Career Center

(sólo con cita)
3845 Richmond Avenue, 2do piso
Staten Island, NY 10312
Teléfono: (347) 308-5018
Email: Workforce1SouthShore@edsisolutions.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

PROGRAMA DEL DEPARTAMENTO DE TRABAJO PARA AMAS DE CASA DESPLAZADAS

Bronx Community College

2155 University Avenue
Bronx, NY 10453
Teléfono: (718) 289-5833
Email: blanche.kellawon@bcc.cuny.edu

Fresh Start at Agudath Israel of America

4006 18th Avenue
Brooklyn, NY 11218
Teléfono: (718) 506-6500 X219
Email: aifreshstart@yahoo.com

Workforce Education Center at LaGuardia

31-10 University Avenue, Sala C-314
Long Island City, NY 11101
Teléfono: (718) 482-5398
Email: mshellpa@lagcc.cuny.edu