



OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #17-51-EMP

REVISIONS TO THE NYC WORKFORCE1 CAREER CENTERS FLYER (W-300A)

(This Policy Bulletin Replaces PB #16-48-EMP)

Date: May 26, 2017	Subtopic(s): Flyer
	<p>The purpose of this policy bulletin is to inform Job Centers 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><u>Revisions to the W-300A</u></p> <p>The following revisions were made to the W-300A:</p> <ul style="list-style-type: none"> • The W-300A is now available in the mandated local law languages; • “(Back to Work [B2W] Vendors Provide These Services for Cash Assistance Applicants and Participants)” was replaced with “(Career Services providers offer these services for Cash Assistance applicants and participants)”; • Bronx Workforce1 Industrial & Transportation Career Center “Hours: Monday – Friday: 8:30 am - 5:00 pm” was added; • Midtown Workforce1 Career Center the cross streets were changed to “Broadway and 5th Avenue”; • Upper Manhattan Workforce1 Career Center the days of operation were changed to “Monday, Tuesday, Thursday and Friday” and “Wednesday: 8:30 am - 8:00 pm” was added; • Workforce Education Center at LaGuardia the address was changed from “University Avenue” to “Thomson Avenue”, the telephone number was changed to “(718) 482-5347” and the email address was changed to “agzifa@lagcc.cuny.edu”; • Lower Manhattan Workforce1 the “1 Hudson Square” address was removed and the “2nd floor” was added; and • Hours of operation were changed for multiple sites.

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

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 does not want to apply for Cash Assistance (CA). NCA SNAP Centers can also give this flyer to SNAP participants looking for employment.

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.

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).

Center Directors must ensure that only the latest version of the **W-300A**, which is available on eDocs, is used and that previous versions of the form are removed from circulation and recycled.

Effective Immediately

Attachments:

W-300A	NYC Workforce1 Career Centers (Rev. 4/21/17)
W-300A (S)	NYC Workforce1 Career Centers (Spanish) (Rev. 4/21/17)

The Workforce1 Flyer should not be displayed in the waiting areas for applicants and participants.

WORKFORCE 1

NYC Workforce1 Career Centers

Information for Individuals Not Applying for Cash Assistance (Career Services providers offer 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

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, 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

Bronx Workforce1 Career Center

Fordham Place
400 East Fordham Road
Entrance on Webster Avenue
Bronx, NY 10458
Telephone: (718) 960-2458
Email: workforce1bronx@rws-nyc.com
Hours: Monday – Friday: 8:30 AM – 5:00 PM

Bronx Workforce1 Industrial & Transportation Career Center

14 Bruckner Blvd, 3rd Floor
Entrance is located at 90 Lincoln Avenue
Bronx, NY 10454
Telephone: (718) 433-2774
Email:
Workforce1PortMorrisITC@grantassociatesinc.com
Hours: Monday – Friday: 8:30 AM – 5:00 PM

Hunts Point Workforce1 Career Center

1029 East 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

West Farms Workforce1 Career Center

901 East Tremont Avenue, 2nd Floor
Bronx, NY 10460
Telephone: (929) 575-4613
Email: workforce1westfarms@rws-nyc.com
Hours: Monday – Friday: 8:30 AM – 5:00 PM

BROOKLYN

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: Monday – Friday: 9:00 AM – 5:00 PM

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: Monday – Friday: 8:30 AM – 5:00 PM

East New York Workforce1 Career Center

2619 Atlantic Avenue
Brooklyn, NY 11207
Telephone: (646) 606-0301
Email:
Workforce1Brooklyn@grantassociatesinc.com
Hours: Monday – Friday: 9:00 AM – 5:00 PM

Sandy Recovery Workforce1 Career Center

1906 Mermaid Avenue, 2nd Floor
Brooklyn, NY 11224
Telephone: (646) 927-6093
Email:
sandyrecoveryworkforce1@grantassociatesinc.com
Hours: Monday – Friday: 9:00 AM – 5:00 PM

NYC WORKFORCE1 CAREER CENTERS *(continued)*

MANHATTAN

Midtown Workforce1 Career Center

(by appointment only)
1250 Broadway, Suite 810
New York, NY 10001
At 32nd Street between Broadway and 5th Avenue
Telephone: (646) 358-4747
Email: workforce1midtown@grantassociatesinc.com
Hours: Monday – Friday: 9:00 AM – 5:00 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@edsolutions.com
Hours: Monday, Tuesday, Thursday & Friday:
8:30 AM – 5:00 PM
Wednesday: 8:30 AM – 8:00 PM

Washington Heights Workforce1 Career Center

516 West 181st Street, 5th Floor
New York, NY 10033
Telephone: (929) 841-5050
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

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@edsolutions.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: 8:30 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@edsolutions.com
Hours: Monday – Friday: 9:00 AM – 5:00 PM

NYC WORKFORCE1 CAREER CENTERS *(continued)*

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

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

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

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

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

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 Thomson Avenue, Room C-314
Long Island City, NY 11101
Telephone: (718) 482-5347
Email: agzifa@lagcc.cuny.edu

NEW YORK STATE DEPARTMENT OF LABOR

Lower Manhattan Workforce1

75 Varick Street, 2nd Floor

New York, NY 10013

Telephone: (212) 775-3771

Email: Varickstreet@labor.ny.gov

Hours: Monday – Friday: 8:30 AM – 4:30 PM

Metro Tech Workforce1

250 Schermerhorn Street

Brooklyn, NY 11201

Telephone: (718) 780-9200

Email: Brooklyn@labor.ny.gov

Hours: Monday – Friday: 8:00 AM – 4:30 PM

Flushing Workforce1

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

SAMPLE

WORKFORCE 1

Los Centros de Desarrollo Profesional de NYC Workforce1

Información para los No Solicitantes de Asistencia en Efectivo (Los Proveedores de Servicios Profesionales 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 de NYC Workforce1.

Para los Solicitantes de Trabajo:

- Obtenga trabajo más adecuado para sus necesidades.
- Aprenda a tener más éxito en el trabajo.
- Identifique y acceda a las mejores nuevas oportunidades 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 tomar en cuenta una gama de servicios, incluidos el acceso a datos del mercado laboral, la preparación de su currículum vitae y para las entrevistas, la consejería de búsqueda de trabajo, la asesoría profesional, los envíos y colocación de trabajo, al igual que el desarrollo profesional tras dicha colocación.

Los Centros de Desarrollo Profesional de NYC Workforce1 los administra 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 gama 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 DE DESARROLLO PROFESIONAL DE NYC WORKFORCE1

BRONX

Bronx Workforce1 Career Center

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

Bronx Workforce1 Industrial & Transportation Career Center

14 Bruckner Blvd, 3° piso
Entrada por 90 Lincoln Avenue
Bronx, NY 10454
Teléfono: (718) 433-2774
Email:
Workforce1PortMorrisITC@grantassociatesinc.com
Horas: lunes – viernes: 8:30 AM – 5:00 PM

Hunts Point Workforce1 Career Center

1029 East 163rd Street, 3° 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

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901 East Tremont Avenue, 2° piso
Bronx, NY 10460
Teléfono: (929) 575-4613
Email: workforce1westfarms@rws-nyc.com
Horas: lunes – viernes: 8:30 AM – 5:00 PM

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Brooklyn Workforce1 Career Center

9 Bond Street, 5° piso
Brooklyn, NY 11201
Between Livingston and Fulton Streets
Teléfono: (718) 246-5219
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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 St en 2nd Ave
Teléfono: (347) 987-3834
Horas: lunes – viernes: 8:30 AM – 5:00 PM

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2619 Atlantic Avenue
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1906 Mermaid Avenue, 2° piso
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Teléfono: (646) 927-6093
Email:
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Horas: lunes – viernes: 9:00 AM – 5:00 PM

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MANHATTAN

Midtown Workforce1 Career Center

(sólo con cita)
1250 Broadway, Suite 810
New York, NY 10001
En 32nd Street entre Broadway y 5th Avenue
Teléfono: (646) 358-4747
Email: workforce1midtown@grantassociatesinc.com
Horas: lunes – viernes: 9:00 AM – 5:00 PM

Upper Manhattan Workforce1 Career Center

215 West 125th Street, 6° piso
New York, NY 10027
Entre 7th y 8th Avenues (también conocido
como Clayton Powell Jr. Blvd y Frederick
Douglass Blvd.)
Teléfono: (917) 493-7054
Email: umworkforce1@edsolutions.com
Horas: lunes, martes, jueves y viernes:
8:30 AM – 5:00 PM
miércoles: 8:30 AM – 8:00 PM

Washington Heights Workforce1 Career Center

516 West 181st Street, 5° piso
New York, NY 10033
Teléfono: (929) 841-5050
Horas: lunes – viernes: 8:30 AM – 5:00 PM

Workforce1 Healthcare Career Center

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

STATEN ISLAND

Staten Island Workforce1 Career Center

120 Stuyvesant Place, 3° piso
Staten Island, NY 10301
Entre Wall y Hyatt Streets
Teléfono: (718) 285-8388
Email: Workforce1@edsolutions.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: 8:30 AM – 5:00 PM

Staten Island South Shore Workforce1 Career Center

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

LOS CENTROS DE DESARROLLO PROFESIONAL DE NYC WORKFORCE1 (continuación)

QUEENS

Flushing Workforce1 Career Center

41-17 Main Street, 3° 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

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

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

Queens Workforce1 Career Center

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

Workforce1 Industrial & Transportation Career Center

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

SAMPLE

PROGRAMA DE MIEMBRO DEL HOGAR DESALOJADO(A) DEL DEPARTAMENTO DE TRABAJO

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 Thomson Avenue, sala C-314
Long Island City, NY 11101
Teléfono: (718) 482-5347
Email: agzifa@lagcc.cuny.edu

DEPARTAMENTO DE TRABAJO DEL ESTADO DE NUEVA YORK

Lower Manhattan Workforce1

75 Varick Street, 2° piso

New York, NY 10013

Teléfono: (212) 775-3771

Email: Varickstreet@labor.ny.gov

Horas: lunes – viernes: 8:30 AM – 4:30 PM

Metro Tech Workforce1

250 Schermerhorn Street

Brooklyn, NY 11201

Teléfono: (718) 780-9200

Email: Brooklyn@labor.ny.gov

Horas: lunes – viernes: 8:00 AM – 4:30 PM

Flushing Workforce1

138-60 Barclay Avenue, 2° piso

Flushing, NY 11355

Teléfono: (718) 321-6307

Email: Flushing@labor.ny.gov

Horas: lunes – viernes: 8:30 AM – 5:00 PM

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