



Local 1000 AFSCME, AFL-CIO

PUTTING THE PIECES TOGETHER WHEN FACING A LAYOFF



LAYOFF SERVICES GUIDE

For Public Sector Employees

Stay informed. Log on to CSEA's web site

cseany.org



Layoff Services Guide

We are experiencing a critical turning point in history. When one member of a Local loses his or her job, the whole Local loses a valuable member. Being part of CSEA means we care about our brothers and sisters.

If we are to remain strong, our strength lies in what we can do for our members. CSEA has developed this Guide to help members deal with the many difficult problems and concerns associated with a layoff.

CSEA's goal is to reach every member who will be laid-off with the assistance that is available and with the caring necessary to help make a difference. Use this Guide to help put the pieces together.

Your Union is a Resource

CSEA WORK Institute can provide ongoing support to help with retraining and reemployment. Contact us at 1-866-478-5548

Look for other CSEA contact information at the end of this Guide.

Copyright 2025

Not To Be Reprinted Without Permission

Layoff Checklist

The following checklist is to assist you through the layoff process. It may be useful for coping with unemployment, maintaining the benefits available to you, and for finding new employment. The key points covered in the checklist are addressed at length in this Layoff Services Guide.

- ✓ File for Unemployment Insurance benefits online (go to <https://dol.ny.gov/how-do-i-file> for instructions) or by calling 1-888-209-8124. (TDD/TTY : Hearing-impaired customers who have TDD equipment can call the RELAY CENTER at 1-800-662-1220 and provide the relay operator with the toll-free number for hearing-impaired applicants at 1-888-783- 1370.)
- ✓ Send a Dues-Free Membership Application to CSEA in order to maintain eligibility for any optional insurances you may have through Pearl Insurance. (Call CSEA Membership at 1-800- 342-4146, ext. 5926 to request an application.)
- ✓ Find out about your health benefits. Talk with your Personnel Department or State employees contact the New York State Department of Civil Service Employee Benefits Division at 1-800-833-4344.
- ✓ Utilize your vision and dental plan benefits before they expire. Call the CSEA Employee Benefit Fund at (800) 323-2732 for more information.
- ✓ Contact your nearest One Stop Center for help with placement services, job counseling, resume preparation, retraining opportunities, information and referrals relating to a variety of other support services. Find yours at <https://dol.ny.gov/career-centers/>
- ✓ Obtain information at your nearest One Stop about training opportunities available to all dislocated workers. Ask about extended 599 benefits and dislocated worker programs.
- ✓ Contact the Cambridge Credit Counseling Corp for a no-obligation free debt analysis session for union members. They can recommend ways to help you create or revise your household budget and advise you about options and services that may be available to help you. You can speak to one of their counselors by phone at (888) 694-7490. They also have a free online budgeting and financial education portal at <https://mymoney.cambridge-credit.org>. CSEA members receive a 10% discount on their debt management plan service fees.

Contents

| | |
|---|----|
| Section 1 – NYS Unemployment Insurance Benefit | 1 |
| Section 2 – CSEA Dues-Free Membership | 2 |
| Section 3 – Health and Retirement Benefits | 3 |
| Health Insurance Coverage - State Government Employees | 3 |
| Health Insurance Coverage - Local Government Employees..... | 5 |
| COBRA Rights | 6 |
| CSEA Employee Benefit Fund COBRA Rights – Dental and Vision Benefits | 7 |
| NY State of Health The Official Health Plan Marketplace/Medicaid Programs | 8 |
| NYS and Local Retirement / NYS Teachers Retirement..... | 10 |
| Section 4 - Reemployment and Training | 11 |
| Local Government Civil Service Agencies..... | 11 |
| NYS Department of Labor One Stop Centers | 12 |
| Section 5 - Other Support Services | 13 |
| County Departments of Social Services Information (SNAP-HEAP) | 13 |
| 2-1-1 Help Line..... | 14 |
| Cambridge Credit Counseling | 15 |
| Personal Budget Calculator..... | 16 |
| Employee Assistance Program..... | 17 |
| Appendix A: CSEA Dues-Free Membership Application..... | 18 |
| Appendix B: Municipal Civil Service Agencies Contact Information..... | 19 |
| Appendix C: NYS Department of Labor One Stop Contact Information | 20 |
| Appendix D: Local (County) Social Services Department Center Information | 24 |

Section 1 – NYS Unemployment Insurance Benefit

How do I file for unemployment insurance benefits?

New York State residents may apply for unemployment insurance (UI) benefits online at www.labor.ny.gov by following the prompts to file a new claim.

You may also file a claim by calling the appropriate Telephone Claims Center at:

1-888-209-8124 (TDD/TTY : Hearing-impaired customers who have TDD equipment can call the RELAY CENTER at 1-800-662-1220 and provide the relay operator with the toll-free number for hearing-impaired applicants at 1-888-783-1370.)

What information do I need to file my claim?

- Your Social Security number.
- Your driver's license or Motor Vehicle ID card number, if you have one.
- Your mailing address and zip code.
- A telephone number where you can be contacted for additional information.
- Your alien registration card number, if you have one.
- The names and addresses of all employers for whom you've worked within the last 18 months, including those in other states.
- Employer registration number or Federal Employer Identification Number (FEIN) [found on your W-2]
- Your copies of forms SF8 and SF50, if you have had federal employment within the last 18 months.
- A copy of your most recent separation form DD 214, if you are an ex-service member claiming benefits based on your military service.

If you do not have all of the documents listed above, you may still file a claim. There may be some delay, however, in receiving your first payment.

Should I wait a week before filing my claim?

No. File your claim during your first week of total or partial unemployment, which is any week in which you work less than four days and earn less than \$504 gross. To delay may cost you benefits. It is important to file promptly because your first week is an unpaid week referred to as the 'waiting period'.

Please Remember! For assistance on ALL Unemployment Insurance matters, you MUST call: 1-888-209-8124

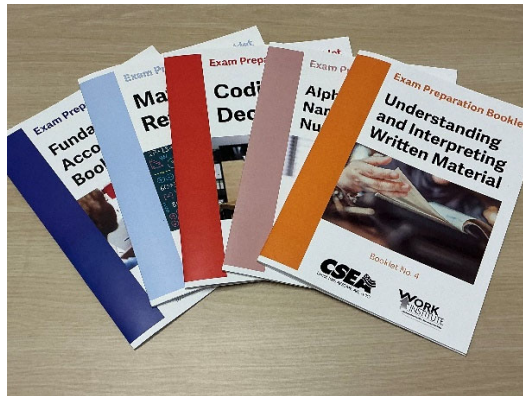
Section 2 – CSEA Dues-Free Membership For A Laid-Off Member

The purpose of dues-free membership is to allow members to continue their CSEA- sponsored insurance coverage while out of work.

**Call CSEA Membership at 1-800-342-4146 ext 5926 for an application or
Email them at emembership@cseainc.org ***

Upon CSEA's receipt of the form, the laid-off member will be granted Gratuitous Membership for the first year of unemployment. This status can then be changed to Associate Member if Pearl Insurance policies are involved.

Dues-free members can also use members-only resources on the CSEA website, such as free online Civil Service Test Preparation materials.



Dues-free membership does not protect a member's rights with respect to seeking or holding Union office, signing nominating petitions for potential candidates, voting in Union elections and voting on collective bargaining contracts.

***Please see *Appendix A* at the end of this guide for an Application For Dues-Free Associate Membership.**

Section 3 – Health and Retirement Benefits

Health Insurance Coverage - State Employees

Coverage under Preferred List Provisions Following a Layoff

If your name is placed on a New York State Department of Civil Service Preferred List for re-employment, you may continue your health insurance coverage under Preferred List provisions. You may continue coverage for up to one year from the date your health insurance in active employee status ends or until you are re-employed in a benefits-eligible position by a NYSHIP employer, whichever occurs first.

If you are not eligible to have your name placed on a Preferred List for re-employment, you may continue health insurance coverage under Preferred List provisions if you fall into one of the following categories:

- You are in the noncompetitive class with tenure under Section 75 of the Civil Service Law.
- Your appointment was permanent. (You are not eligible if your appointment was a provisional or temporary appointment or you are an exempt class employee separated from State service.)

If you do not continue health insurance coverage under Preferred List or other provisions, your NYSHIP coverage will end 28 days following the last day of the last payroll period for which you were paid. Ask your agency Health Benefits Administrator for further information.

You continue to pay only the employee share of the premium for health insurance coverage under Preferred List provisions.

While you are in Preferred List status, your health insurance premium will be billed monthly instead of the biweekly premium that was deducted from your paycheck. Contact your agency Health Benefits Administrator for the current Preferred List health insurance monthly premium rates. The first bill will be sent four to six weeks after your last day on the payroll and will include retroactive premiums. **Please be prepared for this expense.**

Medicare and Preferred List Status

If you are eligible for Preferred List health insurance coverage, but you or your enrolled spouse (or domestic partner) are or will qualify for Medicare (turning age 65 or over), please be aware of the following:

- Medicare does not consider preferred list status as active employment
- Medicare will provide primary coverage and NYSHIP will provide secondary coverage.
- When eligible for primary Medicare coverage, you must be enrolled in Medicare Parts A and B (visit local Social Security office or 1-800-772-1213)

- NYSHIP provides reimbursement of standard Medicare Part B premium when Medicare is primary to NYSHIP

Not eligible under preferred list provisions or preferred list coverage ends:

If you are not eligible for Preferred List health insurance coverage or if your year of coverage under Preferred List provisions ends, you may be eligible to continue coverage:

- as a retiree, as a vestee, under a direct-pay conversion contract –OR–
- temporarily under COBRA and State continuation of coverage laws

See your NYSHIP General Information Book for information on continuing health insurance in any of these categories; there are deadlines and other requirements. Be sure to talk with your agency Health Benefits Administrator about continuing your health insurance.

If you will be leaving the payroll, plan for your health insurance payments.

If you leave the payroll, the New York State Department of Civil Service Employee Benefits Division will bill you each month for your health insurance. Your first bill may include a retroactive payment (beginning with the period your employment status changed) and an advance payment for the next month. **Please be prepared for this larger than usual bill.**

If you still have questions, call the New York State Department of Civil Service Employee Benefits Division at 518-457-5754 (Albany area), or 1-800-833-4344 (U.S., Canada, Puerto Rico, Virgin Islands).

Health Insurance Coverage - Local Government Employees

Because of the numerous jurisdictional classifications (competitive class, non-competitive class, labor class) governing Local Government employees, several factors will determine if Preferred List provisions are available. In the event of a layoff, Local Government employees should contact their agency personnel office to determine if Preferred List rights are available and how your health insurance is affected.

For CSEA Local Government Employees covered under NYSHIP (Empire Plan)

Abolition of position and Preferred List

If your Participating Agency offers Preferred List coverage, you are required to pay only the employee's share of the premium, if any, during this time. Check with your agency Health Benefits Administrator for information about possible changes in your health insurance benefits.

If your job is abolished, ask if your employer offers coverage under Preferred List provisions. If so, and if your name has been placed on a Preferred List, you may continue your health insurance coverage for up to one year (or less) or until you are re-employed by a public or private employer, whichever occurs first. Ask your agency Health Benefits Administrator about the length of the coverage period.

Coverage continues

If you are not eligible to be placed on Preferred List for re-employment but are separated from service because your position was abolished, you may be permitted to continue your coverage under Preferred List provisions if your employer offers coverage under Preferred List provisions. If your appointment was a permanent appointment, you are eligible to continue health insurance coverage under Preferred List provisions.

You may also be eligible to continue coverage as a retiree, as a vestee or through a direct-pay conversion contract. Be sure to check with your agency Health Benefits Administrator to see if you qualify under those options.

COBRA extends coverage

When your Preferred List coverage ends, you and your dependents may be eligible to continue coverage under either the New York State Continuation of Coverage Law or COBRA (Federal Continuation of Coverage Law).

For CSEA Local Government Employees NOT covered under NYSHIP (Empire Plan)

You should contact your agency Health Benefits Administrator for specific details of the rules of your employer regarding health insurance continuation.

COBRA Rights

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires most group health plans to provide a temporary continuation of group health coverage for a limited time of 18 or 36 months. The length of time for which continuation coverage must be made available depends on the qualifying event that caused loss of coverage.

COBRA requires continuation coverage to be offered to covered employees, their spouses, and their dependent children when group health coverage would otherwise be lost due to certain specific events. Those events include the death of a covered employee, termination or reduction in the hours of a covered employee's employment for reasons other than gross misconduct, divorce or legal separation from a covered employee, a covered employee's becoming entitled to Medicare, and a child's loss of dependent status (and therefore coverage) under the plan.

An employee or dependent electing to continue coverage must pay the employer FULL share of the required premium on a monthly basis. Employers may add an additional 2% to the premium to cover administrative costs. You must notify your employer in writing that you wish to continue coverage under COBRA within 60 days of the qualifying event. Failure to make premium payments in a timely manner can result in your loss of coverage.

While COBRA continuation coverage must be offered, it lasts only for a limited period of time.

Qualifying Events

"Qualifying events" are events that cause an individual to lose his or her health group health coverage. The type of qualifying event determines who the qualified beneficiaries are for that event and the period of time that a plan must offer continuation coverage.

The following are qualifying events for a covered employee if they cause the covered employee to lose coverage:

- Termination of the employee's employment for any reason other than "gross misconduct"; or
- Reduction in the number of hours of employment.

The following are qualifying events for the spouse and dependent child of a covered employee if they cause the spouse or dependent child to lose coverage:

- Termination of the covered employee's employment for any reason other than "gross misconduct";
- Reduction in the hours worked by the covered employee;
- Covered employee becomes entitled to Medicare;
- Divorce or legal separation of the spouse from the covered employee; or
- Death of the covered employee.

In addition to the above, the following is a qualifying event for a dependent child of a covered employee if it causes the child to lose coverage:

- Loss of "dependent child" status under the plan rules. Under the Affordable Care Act, plans that offer coverage to children on their parents' plan must make the coverage available until the adult child reaches the age of 26.

FOR ADDITIONAL INFORMATION REGARDING CONTINUING COVERAGE UNDER COBRA, PLEASE CONTACT YOUR FORMER EMPLOYER.

Additional COBRA information can be found by visiting www.dol.gov/COBRA.

CSEA Employee Benefit Fund COBRA Rights – Dental and Vision Benefits

Local Government Employees

If you become ineligible for CSEA Employee Benefit Fund coverage because of retirement, termination, layoff, leave without pay or a reduction in hours, you may have certain rights to continue Plan coverage through COBRA.

Following the termination of a member's employment status, the member is covered for 28 days after the last day worked. Unless a terminated employee elects the COBRA option, the eligibility will be ended after this 28 day period. COBRA refers to the Consolidated Omnibus Reconciliation Act of 1986, a federal regulation that gives you the right to continue benefits for a period of 36 months in the event of a change in a member's employment status. In the event of the death of the member, divorce, legal separation, or a child losing dependency status, a dependent could receive up to 36 months of coverage. Because the member is no longer working for New York State, the benefits must be paid for monthly by the employee on a direct pay basis.

Once EBF's system shows a member's termination date, the member will receive a COBRA application and is provided 60 days to file it with the EBF.

**If you have any questions, you should contact the COBRA Unit at
(800) 323-2732 or (518) 782-1500.**

Please Note: There are separate provisions in your local CSEA contract agreement with regard to your eligibility for health insurance. In relation to COBRA, the CSEA EBF administers only dental and vision benefits.

NY State of Health The Official Health Plan Marketplace/Medicaid Programs

Individuals & Families

You and your family have many new health insurance options available through the Individual Marketplace. You can quickly compare health plan options and apply for assistance that could lower the cost of health coverage. **Individuals and families may also qualify for free or low-cost coverage from Medicaid or Child Health Plus through the Marketplace.** Anyone who needs health coverage can apply.

To apply go to: www.nystateofhealth.ny.gov/ or call: 1-855-355-5777

Create an Account

You can create an account online through the NYS of Health website listed above. Once you provide an email address and some information about yourself, you'll get an email invitation to the Marketplace site and can get started! You can also call the Marketplace or get help in your community to set up an account.

When you apply, you will need to provide information about each member of your family, including demographics, any health insurance you or your family already has, and your income, if you want help paying for health coverage.

Choose a health insurance plan

You will choose a health plan for yourself and your family members. The Marketplace will show you the health plans available to you, the benefits covered by the plans, the doctors and facilities that participate in the plan network, and the cost of enrolling in the plan. You can pick plans for yourself and all of your eligible family members whether they qualify for Medicaid, Child Health Plus, the Essential Plan, or a Qualified Health Plan through NY State of Health.

What kind of assistance is available?

In the Marketplace, you can apply for help to lower the cost of your health coverage. Depending on your income and number of household members, you may qualify for tax credits to help pay for your monthly health insurance premiums. You may also be eligible for assistance to help pay for copays, deductibles, and other out-of-pocket costs.

In-Person Assistors (IPA's)/Navigators are also available to provide in-person enrollment assistance to individuals and families who would like help applying for health insurance through the Marketplace.

You can visit <https://info.nystateofhealth.ny.gov/NavigatorDirectory> to find an IPA/Navigator in your area.

Child Health Plus

New York State has a health insurance plan for kids called Child Health Plus. Depending on your family's income, your child may be eligible to join either Children's Medicaid or Child Health Plus. You can apply for Child Health Plus coverage through the New York State of Health Marketplace.

For information concerning Child Health Plus or Children's Medicaid go to: https://www.health.ny.gov/health_care/child_health_plus/.

You can call this toll free number: 1-800-698-4KIDS (1-800-698-4543), and ask about Child Health Plus and Children's Medicaid. If you are hearing impaired call the TTY number, 1-877-898-5849.

What is Medicaid?

Medicaid is a program for New Yorkers who can't afford to pay for medical care. You may be covered by Medicaid if:
You have high medical bills, receive Supplemental Security Income (SSI), or
You meet certain financial requirements.

For further information concerning Medicaid please visit the Department of Health web site at: www.health.ny.gov/health_care/medicaid. Contact your local department of social services for more information.

Please see *Appendix D* at the end of this guide for a comprehensive list of Local Social Services Departments.

NYS and Local Retirement / NYS Teachers Retirement

NYS and Local Retirement

The NYS and Local Retirement System is an excellent source of information on retirement planning and the benefits, implications and complications of membership in the NYS system. On their website you can find helpful publications, benefit calculators, and other resources intended to help you better understand the system and what it can do for you.

Find out more at their website
www.osc.ny.gov/retirement
or call
866-805-0990 (statewide)
518-474-7736 (Albany area)

NYS Teachers' Retirement

New York State Teachers' Retirement System (NYSTRS) provides retirement, disability and death benefits to eligible New York State public school teachers and administrators.

Find out more at their website
www.nystrs.org
or call
(800) 348-7298 (statewide)
(518) 447-2900 (Albany area)
Using the extension listed below

Active Members

- General information: Ext. 6250
- To request an estimate of your retirement benefit: Ext. 6020
- To schedule an appointment in Albany or at a video conference site: Ext. 6100
- For questions about prior service: Ext. 6030
- To request a loan application, or check the status of an application or a balance: Ext. 6250.
- For other questions about a loan: Ext. 6080
- To withdraw your membership: Ext. 6090
- To report an active member's death: Ext. 6110

Retirees

- General information: Ext. 6150
- For questions about direct deposit of your retirement benefit: Ext. 6230
- For questions regarding earnings after retirement: Ext. 6150
- To report a lost check: Ext. 6160
- For tax and withholding information: Ext. 6120
- To report a retiree's death: Ext. 6140

Section 4 - Reemployment and Training

State and Local Government Civil Service Agencies

NYS Department of Civil Service

The NYS Department of Civil Service administers civil service employment for the executive branch of New York State and maintains a website to find qualified candidates for provisional appointments. Difficulties filling certain positions have led to the creation of the NY HELPS program, which has made hundreds of positions open for quick hires for permanent noncompetitive appointments without examinations.

You can view a list of state NY HELPS jobs at:

<https://statejobs.ny.gov/public/search.cfm>

(use keywords “NY HELPS”)

Municipal Civil Service Agencies for Local Government

Positions in local government fall under the jurisdiction of the Municipal Civil Service Commission or Personnel Officer responsible for administering the merit system in local government. With the exception of certain listed cities and suburban towns, each county is responsible for administering civil service functions for itself and all civil divisions within it including cities, towns, villages, school districts, BOCES and special districts. If the city or town is not listed, you should contact the county civil service agency.

The NY HELPS – Local program has made thousands of positions in 95 municipalities that normally require a civil service test open for noncompetitive appointments for qualified candidates. Positions which are normally filled by promotional eligible lists may only be filled by this program if their eligible lists are exhausted. Call your local municipal civil service agency or visit their website for more information. The program will be in effect through June 30, 2026.

You can find links to municipal civil services agencies at:

www.cs.ny.gov

View a list of titles in local government filled by this program (when there are vacancies) at:

<https://www.cs.ny.gov/extdocs/pdf/local-help-titles.pdf>

CSEA also hosts a members-only helpful government links page at:

csealarningcenter.org/learncenter/links.cfm

Please see *Appendix B* at the end of this guide for a comprehensive Municipal Civil Service Agencies list.

NYS Department of Labor One Stop Centers

One-Stop Career Centers provide a wide variety of employment services. Find a One-Stop Career Center in your area on the Workforce Development web site at: <https://dol.ny.gov/career-centers>.

What can I expect to find at a One-Stop Center?

One-Stop Career Centers have Resource Rooms with computers and reference materials to aid in career decision-making and job seeking. Knowledgeable staff are available to help you assess your needs, come up with targeted job searches, develop an employment plan, craft an effective resume, and identify funding for training, if needed.

Section 599 is a provision in the Unemployment Insurance Law that makes it possible for unemployment recipients to receive benefits while attending a training course or program. When training has been approved under this provision, unemployment recipients are excused from the requirement to look for work and may be eligible for additional weeks of benefits when funding is available. One-Stop Center staff will assist you in developing a training program and with the application filing process.

What other services are available to a dislocated worker at the One-Stop Center?

If you are unable to obtain employment through the core services available in the Resource Room, the following services would also be available:

- Comprehensive and specialized assessments of skills and service needs
- Individual Employment Plans
- Group workshops on skills and strategies for obtaining employment
- Job fairs and other recruitment events
- Individual counseling and career planning
- Case management for participants seeking training services
- Short-term vocational training (for those who qualify)

Please see *Appendix C* at the end of this guide for a comprehensive One Stop list.

Job Search Resources

Career Builder

www.careerbuilder.com

Ziprecruiter

www.ziprecruiter.com

Indeed

www.indeed.com

Monster

www.monster.com

NYS Job Bank

myjobsny.usnlx.com

Section 5 - Other Support Services

County Departments of Social Services Information (SNAP-HEAP)

New York State is divided into fifty-eight local social services districts. The five boroughs of New York City comprise one district. Outside of New York City each district corresponds to one of the fifty-seven counties that make up the remainder of the state. County Departments of Social Services (DSS) provide or administer the full range of publicly funded social services and cash assistance programs.

For more information go to www.otda.ny.gov/programs

The following services are all available at the County Departments of Social Services: Supplemental Nutrition Assistance Program (SNAP) (Food Stamps)

SNAP helps people and families buy the food they need for good health. You apply for benefits by completing a State application form. Benefits are provided on an electronic card that is used like an ATM card and accepted at most grocery stores.

To apply for benefits, go to : mybenefits.ny.gov/mybenefits/begin

For further information concerning Supplemental Nutrition Assistance Program (SNAP) please call 1-800-342-3009 or visit the web site at www.otda.ny.gov/programs/snap

Home Energy Assistance Program (HEAP)

HEAP is a federally funded program that issues heating benefits to supplement a household's annual energy cost. HEAP also offers an emergency benefit for households in a heat or heat related energy emergency. HEAP also offers a furnace repair and/or replacement benefit for households with inoperable heating equipment.

You may apply for HEAP in person at the local social services office (County DSS) in the county in which you reside.

**For further information on HEAP go to: www.otda.ny.gov/programs/heap
or call the NYS HEAP Hotline at 1-800-342-3009**

Please see *Appendix D* at the end of this guide for a comprehensive County DSS list.

2-1-1 Help Line

2-1-1 connects people in need to agencies and other organizations that can help them. These groups specialize in providing emergency food, shelter and clothing and crisis counseling. They can help with substance abuse issues, employment, financial and legal issues, physical and mental health needs, and more. When you call 2-1-1, you will speak with someone who can help you find the information you need. The call will be free and confidential.

2-1-1 ADIRONDACKS

211 Call 2-1-1 from service area
(888) 774-0289 Alternative Number
2-1-1 information and referral service for the following counties: Clinton, Essex and Franklin

2-1-1 FINGER LAKES REGION

211 Call 2-1-1 from service area
(585) 275-5151 Alternative Number (877) 356-9211 Alternative Number
2-1-1 information, referral and crisis intervention/suicide hotline service for the following counties: Monroe, Cayuga, Livingston, Ontario, Seneca, and Wayne.

2-1-1 HELPLINE (NEW YORK)

211 Call 2-1-1 from service area
(800) 346-2211 Alternative Number
2-1-1 information and referral service for the following counties: Allegany, Chemung, Schuyler, Steuben, and Yates.

2-1-1 HUDSON VALLEY

211 Call 2-1-1 from service area
(800) 899-1479 Alternative Number
(914) 993-3700 Alternative Number
2-1-1 information and referral for the following counties: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester.

2-1-1 LONG ISLAND

211 Call 2-1-1 from service area
(888) 774-7633 Alternative Number
2-1-1 information and referral service for the following counties in New York: Nassau and Suffolk.

2-1-1 CNY

211 Call 2-1-1 from service area
(844) 445-1922 Alternative Number
2-1-1 information and referral service for the following counties: Jefferson, Lewis, Onondaga, Oswego, St. Lawrence

2-1-1 AT 3-1-1 NYC

211 Call 3-1-1 from service area
(212) 639-9675 Alternative Number
TTD/TTY (212) 504-4115
3-1-1 services are available in the New York City counties of Bronx, Kings, New York, Queens, and Richmond.

2-1-1 NORTHEAST REGION (NEW YORK)

211 Call 2-1-1 from service area
(888) 366-3211 Alternative Number
(518) 694-8900 Alternative Number
2-1-1 information and referral services for the following counties: Albany, Columbia, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington

2-1-1 SUSQUEHANNA REGION

211 Call 2-1-1 from service area
(800) 901-2180 Alternative Number
2-1-1 information and referral service for the following counties: Broome, Chenango, Delaware, Otsego, and Tioga.

2-1-1 TOMPKINS/CORTLAND

211 Call 2-1-1 from service area
(607) 272-9331 Alternative Number
(877) 211-8667 Alternative Number
2-1-1 information and referral service for the following counties: Cortland and Tompkins

2-1-1 WESTERN NEW YORK

211 Call 2-1-1 from service area
(888) 696-9211 Alternative Number
2-1-1 information and referral service for the following counties: Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming.

2-1-1 MID YORK

211 Call 2-1-1 from service area
(844) 342-5211 Alternative Number
2-1-1 information and referral service for the following counties: Herkimer, Madison, Oneida

For further information about 211 go to: www.211.org.

Cambridge Credit Counseling

Certified, experienced consumer credit counseling advisors listen to you and your needs, then help you develop a plan of action for debt repayment that you can follow to help eliminate your debt. Labor union families can turn to Cambridge Credit Counseling for budgeting and financial education, credit counseling, and debt management services..

Budgeting and Financial Education

You can create a detailed household budget or take a range of short personal finance courses on Cambridge's free online portal, **MyMoney**, at mymoney.cambridge-credit.org.

Credit Counseling

You can get a FREE one-on-one consumer credit counseling session, budget analysis and money management advice to get back on the road to financial recovery.

Complete a confidential request for consumer credit counseling online at cambridge-credit.org/CSEA or call 888-694-7490.

Your Free Session Covers:

- **Complete financial review**, including budget analysis and credit management counseling.
- **Assistance in budgeting** or advice on sources of additional income.
- **Advice** on how to work with creditors and on services that may be available to you
- **An Action Plan** that reflects your unique circumstances and your personal financial goals to provide a budget and timeline for management of your debt and better financial health.

Who is eligible?

- Dues-paying labor union members of participating unions
- Retired labor union members
- Spouse, domestic partners, and children (age 18+) may be included.
- Widows/widowers of union members

Debt Management Plan (DMP)

After the initial credit counseling session, if you need additional assistance to eliminate debt, your counselor will develop a customized debt management plan (DMP) for you. The fees for this service are state-regulated and based on your ability to pay. CSEA members receive a 10% discount on any fees.

A DMP allows you to make one simple monthly payment that Cambridge can divide to pay each of your creditors on your behalf based on the debt repayment plan terms negotiated with them. Cambridge also works with creditors to stop collection, waive or reduce interest charges, and eliminate finance charge or late fees, wherever possible.

Personal Budget Calculator

| Budget Amount | Monthly | Yearly | Discretionary Expenses: | Monthly | Yearly |
|-----------------------------------|-------------|-----------|---|----------------|---------------|
| Income: | X 12 | | Credit Card Bills | | |
| Your Primary Income | | | Credit Card Bills | | |
| Your Spouse's Income | | | Credit Card Bills | | |
| Child Support or Alimony | | | Credit Card Bills | | |
| Social Security Income | | | Auto Loan (s) | | |
| Disability Income | | | Gasoline | | |
| Pension Income | | | Cable or Satellite TV | | |
| Investment Income | | | Mobile Phone (s) | | |
| Real Estate Investment Income | | | Home Improvement | | |
| Business Income | | | Home Security | | |
| Other Income | | | Garden Supplies | | |
| Total Income | | \$ | Entertainment (not dining out) | | |
| Necessary Expenses: | | | Travel & Vacation | | |
| Payroll Taxes | | | Pets, Pet Care and Pet Food | | |
| Other income deductions | | | Clothing (above what's needed) | | |
| Rent or Mortgage | | | Internet Access | | |
| 2nd Mortgage or Equity Loan | | | Computer Costs | | |
| Property Taxes | | | Gym membership | | |
| Child Support or Alimony Payments | | | Beer & Alcohol | | |
| Water | | | Cigarettes & Tobacco | | |
| Garbage | | | Other | | |
| Gas & Electric | | | Other | | |
| Auto Insurance | | | Other | | |
| Auto repairs | | | Other | | |
| Food & Groceries (not dining out) | | | Total Discretionary Expenses | \$ | \$ |
| Clothing (necessary) | | | | | |
| Telephone (not mobile phone) | | | Investment Assets: | | |
| Home or Renters Insurance | | | 401K, 403B deposits | | |
| Healthcare or Insurance Costs | | | IRA deposits | | |
| Dental Care or Insurance Costs | | | Employee Stock Plans | | |
| Life Insurance Costs | | | Brokerage Deposits | | \$ |
| Student Loans | | | Other | | |
| Home Repairs | | | Total Investment Assets | Monthly | Yearly |
| Home supplies | | | | | |
| Dry cleaning | | | Results: | | |
| Laundry | | | Total Income | | |
| Investment Real Estate Expenses | | | | | |
| Business Income Expenses | | | Necessary Expenses Subtract | \$ | \$ |
| Child & Baby Expenses | | | Discretionary Expenses Subtract | | |
| Other dependent expenses | | | Amount remaining to save or invest | | |
| Total Necessary Expenses | | \$ | | | |

Employee Assistance Program

Times of change are very stressful for everyone concerned-employees facing layoffs as well as those not directly affected. The Employee Assistance Program (EAP) is a service to help employees and their families cope with challenges in their lives.

Local Government Employees

Some municipal agencies have Employee Assistance Programs that can provide employees with assessment and referral for alcohol and substance abuse, family issues, financial counseling, health and wellness, mental health services, stress management, and other services to help employees and families cope with difficult situations in their lives.

You will need to contact your Human Resources Office to learn if you have EAP services available at your agency.

Appendix A: CSEA Dues-Free Membership Application

APPLICATION FOR DUES FREE /ASSOCIATE MEMBERSHIP FOR LAID OFF MEMBERS

I certify that as a member in good standing, I _____, have been
(Print Full Name)

laid off from my employment as of _____ and I have been placed on a preferred list for
(Date)

rehire for _____ by my employer. The first year, I will be placed on dues
(Job Title)

free membership and after the first year, I will become an Associate Member at the cost of \$52.00 per year.

Please call the following number to make direct billing arrangements for insurance premium payments:

- **CSEA Employee Benefit Fund – Dental and/or Vision Benefits: 1-800-323-2732**
- **CSEA Member Solutions Center – Insurance Department – Voluntary Term Life Insurance: 1-800-342-4146**
- **Pearl Insurance – All other voluntary insurance: 1-800-697-2732**

I will notify the CSEA Member Solutions - Membership Records Department of the date I return to work and will furnish CSEA with the name of my employer and my work address.

Please provide us with your home email address: _____ so we can provide you with the latest information during your layoff.

DATE: _____

SIGNATURE OF MEMBER: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

AREA CODE/HOME PHONE: _____

EMPLOYED BY: _____

MEMBER ID# OR LAST 4 SSN: _____

Please note: dues free membership does not protect your membership rights with respect to running for or holding union office, signing nomination petitions for potential candidates, voting in union elections and voting on collective bargaining contracts. Only full dues paying members "in good standing" can participate in these activities. To be "in good standing," your dues cannot be delinquent. You must pay your dues directly to CSEA to maintain "good standing" and your voting rights as a member while you are on a leave of absence without pay. The purpose of dues free membership is to allow members to continue their insurance coverage while out of work. Please remember that it does not protect your right to run for or hold union office.

It should be noted that CSEA membership is a requirement to continue participation in the CSEA voluntary insurance programs. While you are laid off, you must make arrangements to direct pay your insurance premiums to keep your insurance coverage in force.

Should you have any questions, please call Membership Records - 1-800-342-4146

When completed, please fax to the Member Solutions Center : (518)465-2382

or mail this form to: CSEA, Inc., 143 Washington Ave, Albany, NY 12210

Appendix B: Municipal Civil Service Agencies Contact Information

| Cities, Towns, Others | Counties |
|--|---|
| Albany Municipal Civil Service Commission (518) 434-5049 | Albany County Department of Civil Service (518) 447-7770 |
| Amsterdam City Civil Service Commission (518) 841-4362 | Allegany County Human Resources- Civil Service Department (585) 268-9212 |
| Auburn City Civil Service Commission (315) 255-4141 | Broome County Department of Personnel (607) 778-2185 |
| Binghamton City Civil Service Commission (607) 772-7008 | Cattaraugus County Civil Service Commission (716) 938-2339 |
| Buffalo City Department of Human Resources (716) 851-9614 | Cayuga County Civil Service Commission (315) 253-1284 |
| Cohoes City Civil Service Commission (518) 233-2132 | Chautauqua County Department of HR (716) 753-4237 |
| Fulton Municipal Civil Service Commission (315) 593-2222 | Chemung County Personnel Department (607) 737-2842 |
| Glen Cove City of (516) 676-4814 | Chenango County Personnel/ Civil Service Office (607) 337-1470 |
| Ithaca City Civil Service Commission (607) 274-6539 | Clinton County Department of Personnel (518) 565-4676 |
| Kingston City Civil Service Commission (845) 334-3921 | Columbia County Civil Service Commission (518) 828-6622 |
| Lackawanna City Civil Service Commission (716) 827-6467 | Cortland County Personnel/Civil Service Department (607) 753-5076 |
| Lockport City Civil Service Commission (716) 439-6659 | Delaware County Personnel Office (607) 832-5678 |
| Long Beach City Civil Service Commission (516) 705-7214 | Dutchess County Personnel Department (845) 486-2169 |
| Mechanicville City Civil Service Commission (518)664-9884x337 | Erie County Department of Personnel (716) 858-8484 |
| Middletown City Civil Service Commission (845) 346-4106 | Essex County Department of Personnel (518) 873-3360 |
| Mount Vernon City Civil Service Commission (914) 665-2357 | Franklin County Personnel Office (518) 481-1677 |
| New Rochelle City Civil Service Commission (914) 654-2172 | Fulton County Personnel Department (518) 736-5574 |
| Newburgh City Civil Service Commission (845) 569-7340 | Genesee County Personnel Department (585) 815-7805 |
| Niagara Falls City Civil Service Commission (716) 286-4430 | Greene County Civil Service Commission (518) 719-3253 |
| Norwich City Civil Service Commission (607) 334-1235 | Hamilton County Personnel (518) 548-6375 |
| Oneida City Civil Service Commission (315) 363-1561 | Herkimer County Personnel Department (315) 867-1115 |
| Oneonta City Civil Service Commission (607) 432-0670 | Jefferson County Department of Human Resources (315) 785-3147 |
| Oswego City Department of Personnel (315) 342-8159 | Lewis County Human Resources Department (315) 377-2049 |
| Port Jervis City Civil Service Commission (845) 858-4000 | Livingston County Personnel Office (585) 243-7570 |
| Rochester City Civil Service Commission (585) 428-7115 | Madison County Human Resources Department (315) 366-2341 |
| Rome City Civil Service Commission (315) 339-7609 | Monroe County Department of Human Resources (585) 753-1700 |
| Salamanca City Civil Service Commission (716) 945-4250 | Montgomery County Personnel Department (518) 853-8368 |
| Saratoga Springs City Civil Service Commission (518) 587-7098 | Nassau County Civil Service Commission (516) 572-1882 |
| Sherrill City Personnel Office (315) 363-2440 | Niagara County Civil Service (716) 438-4071 |
| Tonawanda City Civil Service Commission (716) 695-8626 | Oneida County Department of Personnel (315) 798-5726 |
| Troy City Civil Service Commission (518) 279-7123 | Onondaga County Department of Personnel (315) 435-3537 |
| Utica City Civil Service Commission (315) 792-0225 | Ontario County Department of Human Resources (585) 396-4465 |
| Watertown City Civil Service Commission (315) 785-7733 | Orange County Department of Personnel (845) 291-2707 |
| Watervliet City Civil Service Commission (518) 270-3800 | Orleans County Department of Personnel (585) 589-3184 |
| White Plains City Department of Personnel (914) 422-1257 | Oswego County Department of Personnel (315) 349-8209 |
| Yonkers City Civil Service Commission (914) 377-6092 | Otsego County Personnel Department (607) 547-4239 |
| Region | Putnam County Personnel Department (845) 808-1650 |
| Chemung/ Elmira Regional Civil Service Commission (607) 737-2918 | Rensselaer County Civil Service Commission (518) 270-2946 |
| Town | Rockland County Department of Personnel (845) 364-3737 |
| Babylon Town of, Civil Service Department (631) 230-0028 | Saratoga County Department of Personnel (518) 885-2225 |
| Colonie Town of, Civil Service Department (518) 783-2721 | Schenectady County Civil Service Commission (518) 388-4233 |
| Hempstead Town of, Civil Service Commission (516) 812-3389 | Schoharie County Department of Personnel (518) 295-8374 |
| Other | Schuyler County Civil Service Department (607) 535-8190 |
| NYC Dept of Citywide Administrative Services (212) 669-7000 | Seneca County Personnel Office (315) 539-1712 |
| New York City School Construction Authority (718) 472-8155 | St. Lawrence County Central Services Department (315) 379-2210 |
| The City University of New York (CUNY), Office of Human Resources Management (212) 541-0185 | Steuben County Department of Personnel (607) 664-2345 |
| | Suffolk County Department of Civil Service (631) 853-5500 |
| | Sullivan County Personnel Department (845) 807-0485 |
| | Tioga County Personnel Office (607) 687-8494 |
| | Tompkins County Personnel Office (607) 274-5526 |
| | Ulster County Personnel Department (845) 340-3550 |
| | Warren County Department of Personnel (518) 761-6441 |
| | Washington County Personnel Office (518) 746-2250 |
| | Wayne County Personnel Department (315) 946-7483 |
| | Westchester County Department of Human Resources (914) 995-2101 |
| | Wyoming County Civil Service Commission (585) 786-8830 |
| | Yates County Personnel Department (315) 536-5112 |

Appendix C: NYS Department of Labor One Stop Contact Information

Albany- Career Central
155 Washington Ave 3rd fl
Albany, NY 12210
P: (518) 462-7600 X116

Allegany-
Allegany County
Employment and Training Center
7 Wells Ln, Belmont, NY 14813
P: (585) 268.9240

Bronx-New York City
Workforce 1 Career Center
400 East Fordham Rd., 8th Fl.
Bronx, NY 10458
P: (718) 960-2458

Bronx-New York City
Bronx Hunts Point
1029 E 163rd St. 3rd Fl.
Bronx, NY 10459
P: (718) 542-6777

Broome-Broome-Tioga
Workforce New York
501 Reynolds Rd
Johnson City, NY 13790
P: (607) 778-2136

Cattaraugus-
Cattaraugus Career Center
175 North Union St., Ste. 4
Olean, NY 14760
P: (716) 373-1880

Cayuga-Cayuga-Cortland
Counties Cayuga Works
Career Center
248 Grant Ave
Auburn, NY 13021
P: (315) 253-1590

Chautauqua-Chautauqua County
Chautauqua Works
407 Central Avenue
Dunkirk, NY 14048
P: (716) 366-9015

Chautauqua-Chautauqua County
Jamestown Career Center
4 E. 3rd Street
Jamestown, NY 14701
P: (716) 661-9553

Chemung-Chemung-Schuyler-
Steuben Counties
Elmira Career Center
Chemung/Schuyler/Steuben
Workforce Development
318 Madison Avenue
Elmira, NY 14901
P: (607) 733-7131

Chenango-Chenango-Delaware-
Otsego Counties CDO Workforce
5640 Highway 12, Suite 10
Norwich, NY 13815
P: (607) 334-2201

Clinton-Clinton County
OneWorkSource
194 US Oval
Plattsburgh, NY 12903
P: (518) 561-0430
Toll Free: (866) 967-5768

Columbia
Columbia-Greene Counties
Columbia /Greene
Community College
4400 Rte. 23, Hudson, NY 12534
P: (518) 697-6510

Cortland
Cayuga-Cortland Counties
Cortland Works Career Center
99 Main St., Cortland, NY 13045
P: (607) 756-7585

Delaware-Chenango-Delaware-
Otsego Counties
CDO Workforce
1 Courthouse Sq. Ste. 3
Delhi, NY 13753
P: (607) 832-5777

Delaware-Chenango-Delaware-
Otsego Counties
CDO Workforce
21 Liberty St., Sidney, NY 13838
P: (607) 832-5776

Dutchess-Dutchess County
Dutchess Career Center
191 Main Street
Poughkeepsie, NY 12601
P: (845) 473-9000

Erie-Erie County
Buffalo Employment
& Training Center
77 Goodell St.
Buffalo, NY 14203
P: (716) 856-5627

Erie- Erie Community College
Career Center
Gleasner Hall, Room 166
6205 Main Street
Williamsville, NY 14221
P: (716) 270-4444

Erie-Erie County
Williamsville Career Center
4175 Transit Rd
Williamsville, NY 14221
P: (716) 634-9081

Erie-Erie County
Buffalo Career Center
284 Main St., Buffalo, NY 14202
P: (716) 851-2600

Essex- Elizabethtown
One Work Source Center
7572 Court St., Ste. 2
Elizabethtown, NY 12932
P: (518) 873-3207
Toll Free: (800) 675-2668

Franklin- Franklin County
Malone One Work Source Center
158 Finney Boulevard
Malone, NY 12953
P: (518) 481-5755 X3017
Toll Free: (877) 410-5751

Fulton
Fulton-Montgomery-Schoharie
Gloversville Workforce Solutions
43-47 North Main Street
Gloversville, NY 12078
P: (518) 234-4254

Genesee-Genesee-Livingston-
Orleans-Wyoming Counties
Genesee County Career Center
587 East Main Street
Suite 100 Eastown Plaza
Batavia, NY 14020
P: (585) 344-2042

Herkimer-Herkimer-Madison-
Oneida · Working Solutions
One-Stop Career Center
320 N. Prospect Street
Herkimer, NY 13350
P: (315) 867-1400

Jefferson-Jefferson-Lewis
The Work Place
1000 Coffeen Street
Watertown, NY 13601
P: (315) 786-3651

Kings-New York City
Brooklyn Workforce 1
Career Center
9 Bond St., 5th Fl.
Between Livingston & Fulton Sts
Brooklyn, NY 11201
P: (718) 246-5219

Kings-New York City
NYS Dept of Labor
Workforce 1 Career Center
250 Schermerhorn Street
Brooklyn, NY 11201
P: (718) 780-9200

Lewis-Jefferson-Lewis
The Work Place
5274 Outer Stowe Street
P.O. Box 193
Lowville, NY 13367
P: (315) 376-5800

Livingston-Genesee-Livingston-
Orleans-Wyoming Counties
Livingston County Office of
Workforce Development
6 Court St., Room 105
Geneseo, NY 14454
P: (585) 243-7047

Madison-Madison County
Herkimer-Madison-Oneida
Working Solutions
Working Solutions Career Center
133 N. Court Street
Wampsville, NY 13163
P: (315) 363-2400

Monroe- Rochester Works!
Welfare-to-Work Center
Department of Social Services
691 St. Paul Street
Rochester, NY 14605
P: (585) 753-6835

Monroe- Rochester Works!
Career Center
276 Waring Road
Rochester, NY 14609
P: (585) 266-7760

Monroe- Rochester Works!
Career Center
100 College Ave
Rochester, NY 14607
P: (585) 258-3500

Montgomery-Fulton-
Montgomery-Schoharie
Amsterdam Workforce Solutions
2620 Riverfront Center
Amsterdam, NY 12010
P: (518) 842-3676

Nassau-Hempstead
Hempstead Works Career Center
Hempstead Executive Plaza
50 Clinton St., Suite 400
Hempstead, NY 11550
P: (516) 485-5000

Nassau-Oyster Bay Consortium
Hicksville Career Center
301 W. Old Country Road
Hicksville, NY 11801
P: (516) 934-8532

Nassau-Oyster Bay Consortium
Massapequa Employment Center
977 Hicksville Road
Massapequa, NY 11758
P: (516) 797-4560

New York-New York City
Midtown Workforce 1
Career Center
1250 Broadway, Ste. 810
At 32nd St. between 5th & 6th Ave
New York, NY 10001
P: (646) 358-4747

New York- New York City
NYC Workforce 1 Career Center
215 West 125th St., 6th Fl.
Between 7th & 8th Aves
New York, NY 10027
P: (917) 493-7054

New York – New York City
NYS Dept. of Labor
Lower Manhattan Workforce1
Career Center
75 Varick Street
New York, NY 10013
P: (212) 775-3771

New York – New York City
Workforce1 Healthcare
Career Center
14 Wall Street, 17th Fl.
New York, NY 10005
P: (347) 926-4370

Niagara-Niagara County
Niagara's WorkSourceOne
One Stop Career Center
1001 11th Street
Niagara Falls, NY 14301
P: (716) 278-8108

Niagara-Niagara County
Lockport WorkSourceOne Center
272 S. Transit Street
Lockport, NY 14094
P: (716) 433-6766

Oneida-Herkimer-Madison-
Oneida Working Solutions
One-Stop Career Center
NYS Office Building, Suite 202
207 Genesee St., 2nd Fl.
Utica, NY 13501
P: (315) 793-2229

Oneida-Herkimer-Madison-
Oneida Rome Working Solutions
300 West Dominick St. Ste.1
Rome, NY 13440
P: (315) 356-0662
Temporarily closed

Onondaga-Onondaga County
CNY Works
960 James Street
Syracuse, NY 13203
P: (315) 473-8250

Ontario-Ontario-Seneca-Wayne-Yates Counties
Finger Lakes Works – Geneva
795 Canandaigua Road
Geneva, NY 14456
P: (315) 789-1771

Ontario-Ontario-Seneca-Wayne-Yates Counties
Finger Lakes Works – Ontario
3010 County Complex Drive
Canandaigua, NY 14424
P: (585) 396-4020

Orange-Orange County
Orange Works Career Center
The Maple Building 3 Washington
Center 4th Floor
Newburgh, NY 12550
P: (845) 568-5090

Orange-Orange County
Orange Works Career Center
18 Seward Avenue
Middletown, NY 10940
P: (845) 360-0340

Orleans-Genesee-Livingston-Orleans-Wyoming Counties
Orleans Center for
Workforce Development
458 West Ave, Suite 3
Albion, NY 14411
P: (585) 589-5335

Oswego-Oswego County
Oswego Workforce New York
200 N. 2nd Street
Fulton, NY 13069
P: (315) 591-9000

Otsego-Chenango-Delaware-Otsego Counties
Chenango / Delaware / Otsego
Local Workforce Investment Area
CDO Workforce

Otsego-Chenango-Delaware-Otsego Counties
Chenango / Delaware / Otsego
Local Workforce Investment Area
CDO Workforce
12 Dietz Street
Oneonta, NY 13820
P: (607) 432-4800

Putnam-Putnam County
Westchester-Putnam Career Center
110 Old Rte. 6, Building 3
Carmel, NY 10512
P: (845) 808-1651 X46600

Queens-New York City
Queens Career Center
168-25 Jamaica Ave., 2nd Fl.
Jamaica, NY 11432
P: (718) 557-6755

Queens - New York City
Workforce1 Industrial and
Transportation Career Center
168-46 91st Ave., 2nd fl
Jamaica, NY 11432
P: (718) 577-2194

Queens-New York City
Elmhurst Workforce1
Career Center
90-02 Queens Blvd., 2nd Fl.
Elmhurst, NY 11373
P: (718) 321-6307

Queens - New York City
Long Island City Workforce1
Career Center
38-81 13th Street
Long Island City, NY 11101
P: (718) 784-0877

Queens – New York City
Flushing Workforce1 Career Center
41-71 Main Street, 3rd Fl.
Flushing, NY 11355
P: (718) 661-1200

Rensselaer- Rensselaer County
Career Center
1600 7th Ave, 4th Fl.
Troy, NY 12180
P: (518) 270-2860

Richmond-New York City
Staten Island Workforce 1
Career Center
120 Stuyvesant Plaza, 3rd Fl.
Staten Island, NY 10301
P: (718) 285-8463

Rockland-Rockland County
Career Center
131 N Midland Ave
Nyack, NY 10960
P: (845) 770-2900

St. Lawrence- Canton
St. Lawrence Career Center
80 State Highway 310, Suite 8
Canton, NY 13617
P: (315) 386-3276

St. Lawrence- Massena
St. Lawrence Career Center
35 Glenn Street
Massena, NY 13662
P: (315) 769-3596

St. Lawrence-
Ogdensburg Career Center
1031 Paterson Street
Ogdensburg, NY 13669
P: (315) 393-4600

Saratoga-Saratoga-Warren-Washington Counties
Saratoga County
Employment & Training
152 West High Street
Ballston Spa, NY 12020
P: (518) 884-4170

Schenectady-Schenectady County
Schenectady Job Training Agency
797 Broadway
Schenectady, NY 12305
P: (518) 344-2735

Schoharie-Fulton-
Montgomery-Schoharie
Cobleskill Workforce Solutions
795 East Main Street, Ste. 4
Cobleskill, NY 12043
P: (518) 725-6473

Schuyler-Chemung-Schuyler-Steuben Counties
Montour Falls Career Center
Chemung/Schuyler/Steuben
Workforce Development
323 Owego Street
Montour Falls, NY 14865
P: (607) 535-6840

Seneca-Ontario-Seneca-Wayne-Yates Counties
Finger Lakes Works – Seneca
1 DiPronio Drive
Waterloo, NY 13165
P: (315) 620-0477

Steuben-Chemung-Schuyler-Steuben Counties
Hornell Career Center
Chemung/Schuyler/Steuben
Workforce Development
107 Broadway
Hornell, NY 14843
P: (607) 324-8388

Steuben-Chemung-Schuyler-Steuben Counties
Bath Career Center
117 East Steuben St.
Bath, NY 14810
P: (607) 776-7712

Suffolk-Suffolk County
The Employment Center at
Suffolk County Dept. of Labor
725 Veterans Memorial Highway
Hauppauge, NY 11788
P: (631) 853-6600

Suffolk-Suffolk County
Workforce New York Career Center
160 South Ocean Ave
Patchogue, NY 11772
P: (631) 687-4800

Sullivan-Sullivan County
Sullivan Works Career Center
50 North St., Monticello, NY 12701
P: (845) 794-3340

Tioga-Broome-Tioga Counties
Tioga Career Center
1062 State Route 38, P.O. Box 108
Owego, NY 13827
P: (607) 687-8500

Tompkins-Tompkins County
Tompkins Workforce New York
Career Center
Center Ithaca
171 East State St., Suite 241
Ithaca, NY 14850
P: (607) 272-7570 X129

Ulster-Ulster County
Ulster County Career Center
521 Boices Lane
Kingston, NY 12401
P: (845) 443-8066

Warren – Warren Washington Counties
Washington Counties
Warren County
Career Center
333 Glen Street, Ste. 300
Glens Falls, NY 12801
P: (518) 743-0925

Washington- Washington County
Career Ctr of Washington County
383 Broadway
Fort Edward, NY 12828
P: (518) 746-2390

Wayne-Ontario-Seneca-Wayne-Yates Counties
Finger Lakes Works Career Center
1100 Technology Parkway
Newark, NY 14513

Westchester-White Plains
White Plains Career Center
120 Bloomingdale Road
White Plains, NY 10605
P: (914) 995-3910

Westchester-Westchester
Peekskill Employment Center
201 South James Street
Peekskill, NY 10566
P: (914) 737-3490

Westchester- Yonkers
Yonkers Employment Center
28 Wells Avenue Bldg 3 4th Fl.
Yonkers, NY 10701
P: (914) 461-9077

Westchester-Westchester
Mt Vernon Employment Center
130 Mt. Vernon Avenue, 1st Fl.
Mt. Vernon, NY 10550
P: (914) 813-6555

Wyoming-Genesee-Livingston-Orleans-Wyoming Counties
Warsaw Career Center
448 North Main Street
Warsaw, NY 14569
P: (585) 786-3145

Wyoming-Genesee-Livingston-Orleans-Wyoming - Wyoming
County Community Action
6470 Route 20A
Perry, NY 14530
P: (585) 237-2600

Yates-Ontario-Seneca-Wayne-Yates Counties
Finger Lakes Works – Yates
417 Liberty St., Suite 2051
Penn Yan, NY 14527
P: (315) 536-5140

Appendix D: Local (County) Social Services Department Center Information

Albany County DSS

162 Washington Ave · Albany, NY 12210 · (518) 447-7300
www.albanycounty.com/dss/

Allegany County DSS

County Office Building
7 Court St · Belmont, NY 14813-1077 · (585) 268-9622
www.alleganyco.com/departments/social-services/

Broome County DSS

36-42 Main St · Binghamton, NY 13905-3199 · (607) 778-8850
www.gobroomecounty.com/dss/

Cattaraugus County DSS

1 Leo Moss Drive, Suite 6010 · Olean, NY 14760-1158
(716) 373-8065
cattco.org/social-services/social-services

Cayuga County DSS

Historic Post Office Building · 157 Genesee St ·
Auburn, NY 13021-3433 · (315) 253-1011
www.cayugacounty.us/260/Social-Services

Chautauqua County DSS

Hall R. Clothier Building
Mayville, NY 14757 · (716) 753-4590
chggov.com/humansocial-services/humansocial-services

Chemung County DSS

Human Resource Center
425 Pennsylvania Ave · Elmira, NY 14902 · (607) 737-5302
www.chemungcountyny.gov/260/Social-Services

Chenango County DSS

5 Court St · Norwich, NY 13815 · (607) 337-1500
www.chenangocountyny.gov/228/Social-Services

Clinton County DSS

13 Durkee St · Plattsburgh, NY 12901-2911 · (518) 565-3300
www.clintoncountygov.com/dss

Columbia County DSS

25 Railroad Ave · P.O. Box 458 · Hudson, NY 12534
(518) 828-9411
www.columbiacountyny.com/dss.html

Cortland County DSS

County Office Building
60 Central Ave · Cortland, NY 13045-5590 · (607) 753-5320
www.cortland-co.org/149/Social-Services

Delaware County DSS

111 Main St Suite 4 · P.O. Box 469 · Delhi, NY 13753-1265
(607) 832-5300
www.co.delaware.ny.us/departments/dss/dss.htm

Dutchess County DSS

60 Market St · Poughkeepsie, NY 12601-3299 · (845) 486-3000
www.dutchessny.gov/Departments/Community-Family-Services/Community-and-Family-Services.htm

Erie County DSS

Rath County Office Building · 95 Franklin St, 8th Floor
· Buffalo, NY 14202-3959 · (716) 858-8000
www3.erie.gov/socialservices/

Essex County DSS

7551 Court St · PO Box 217 · Elizabethtown, NY 12932
(518) 873-3441
essexcountyny.gov/department-of-social-services/

Franklin County DSS

184 Finney Blvd · Malone, NY 12953 (518) 481-1888
www.franklincountyny.gov/departments/human_services/social_services/index.php

Fulton County DSS

4 Daisy Lane · P.O. Box 549 · Johnstown, NY 12095
(518) 736-5600
www.fultoncountyny.gov/fulton-county-department-social-services

Genesee County DSS

5130 East Main St · Batavia, NY 14020-3497 (585)
344-2580
www.geneseeny.gov/Department-Content/Social-Services

Greene County DSS

411 Main St Suite 238 · P.O. Box 528 · Catskill, NY 12414
(518) 719-3700
www.greenegovernment.com/departments/social-services/

Hamilton County DSS

79 White Birch Lane · P.O. Box 725
Indian Lake, NY 12842-0725 · (518) 648-6131
www.hamiltoncounty.com/health-human-services/social-services

Herkimer County DSS

301 North Washington St, Suite 2110 · Herkimer, NY 13350
(315) 867-1291
www.herkimercountyny.gov/departments/social-services/

Jefferson County DSS

250 Arsenal St · Watertown, NY 13601 · (315) 785-3000
www.jeffersoncountyny.gov/SocialServices

Lewis County DSS

5274 Outer Stowe St · P.O. Box 193 · Lowville, NY 13367
(315) 376-5400
lewiscountyny.gov/departments/social-services/

Livingston County DSS

1 Murray Hill Drive · Mt. Morris, NY 14510-1699
(585) 243-7300
www.livingstoncountyny.gov/274/Social-Services

Madison County DSS

Madison County Complex, Building 1 · 133 N Court St
P.O. Box 637 · Wampsville, NY 13163 · (315) 366-2211
www.madisoncounty.ny.gov/233/Social-Services

Monroe County DSS

111 Westfall Road, Room 660 · Rochester, NY 14620-4686
(585) 753-6998
www.monroecounty.gov/hs

Montgomery County DSS

County Office Building · 64 Broadway · P.O. Box 745 ·
Fonda, NY 12068 (518) 853-4646
www.co.montgomery.ny.us/web/sites/departments/socialservices/default.asp

Nassau County DSS

60 Charles Lindbergh Blvd ·
Uniondale, NY 11553-3656 (516) 227-8519
www.nassaucountyny.gov/agencies/dss/DSSHome.htm

New York City Human Resources Administration/ Department of Social Services

180 Water St. 25th Fl · New York, NY 10038 ·
Info: (718) 557-1399 · Outside NYC: (718) 557-1399
www.nyc.gov/html/hra/html/home/home.shtml

Niagara County DSS

20 East Ave · P.O. Box 506
Lockport, NY 14095-0506 · (716) 278-8400
www.niagaracounty.com/socialservices/

Oneida County DSS

County Office Building · 800 Park Ave
· Utica, NY 13501-2981 (315) 798-5700
www.ocgov.net/oneida/socialservices

Onondaga County DSS

John H. Mulroy Civic Center
421 Montgomery St · Syracuse, NY 13202-2923
· (315) 435-2985
www.ongov.net/dss/

Ontario County DSS

3010 County Complex Drive · Canandaigua, NY 14424-
1296 (585) 396-4060 or Toll Free (877) 814-6907
www.co.ontario.ny.us/social_services/

Orange County DSS

11 Quarry Road, Box Z
Goshen, NY 10924-0678
(845) 291-4000
www.orangecountygov.com/680/Social-Services

Orleans County DSS

14016 Route 31 West · Albion, NY 14411-9365
(585) 589-7000
orleanscountyny.com/departments/social-services/

Oswego County DSS

100 Spring St PO Box 1320 · Mexico, NY 13114
(315) 963-5000
www.oswegocounty.com/departments/human_services/social_services/index.php

Otsego County DSS

County Office Building · 197 Main St
Cooperstown, NY 13326-1196 ·
(607) 547-4355
www.otsegocounty.com/departments/social_services/

Putnam County DSS

110 Old Route 6 A40 · Carmel, NY 10512 · (845) 808-1500
www.putnamcountyny.com/social-services/

Rensselaer County DSS

547 River St · Troy, NY 12180-8403 · (518) 266-7800
www.rensco.com/departments/social-services/

Rockland County DSS

Building L · 50 Sanatorium Road · Pomona, NY
10970 (845) 364-2000
www.rocklandgov.com/departments/social-services/

Saint Regis Mohawk Tribe Human Services Division

412 State Route 37 · Akwesasne, NY 13655 ·
(518) 358-2272
www.srmt-nsn.gov/department_of_social_services

Saratoga County DSS

152 West High St · Ballston Spa, NY 12020 ·
(518) 884-4140
www.saratogacountyny.gov/departments/social-services

Schenectady County DSS

797 Broadway · Schenectady, NY 12305 · (518) 388-4470
www.schenectadycounty.com/dss

Schoharie County DSS

County Office Building, 2nd Floor · PO Box 687
284 Main St Schoharie, NY 12157
(518) 295-8334
www4.schohariecounty-ny.gov/departments/social-services/

Schuyler County DSS

323 Owego St · Unit 3 · Montour Falls, NY 14865
(607) 535-8303
www.schuylercounty.us/dss.htm

Seneca County DSS

1 DiPronio Drive · P.O. Box 690 · Waterloo, NY 13165-0690
(315) 539-1800
www.co.seneca.ny.us/gov/services/assistance/

Steuben County DSS

3 East Pulteney Square · Bath, NY 14810 · (607) 664-2000
www.steubencony.org/Pages.asp?PGID=44

St. Lawrence County DSS

Harold B. Smith County Office Building
6 Judson St · Canton, NY 13617-1197 · (315) 379-2111
www.stlawco.org/Departments/SocialServices/%20

Suffolk County DSS

P.O. Box 18100 · Hauppauge, NY 11788-8900
(631) 854-9700
www.suffolkcountyny.gov/Departments/SocialServices.aspx

Suffolk County DSS

Mary Gordon Building · 3085 Veterans Memorial Highway
Ronkonkoma NY 11779 · (631) 854-9935
www.suffolkcountyny.gov/Departments/SocialServices.aspx

Sullivan County DSS

16 Community Lane · P.O. Box 231 · Liberty, NY 12754
(845) 292-0100
sullivanny.us/Departments/familyservices

Tioga County DSS

1062 State Route 38 · P.O. Box 240
Owego, NY 13827 · (607) 687-8300
www.tiogacountyny.com/departments/social-services

Tompkins County DSS

320 West State St · Ithaca, NY. 14850 · (607) 274-5680
tompkinscountyny.gov/dss

Ulster County DSS

1061 Development Court · Kingston, NY 12401-1959
(845) 334-5000
ulstercountyny.gov/social-services

Warren County DSS

Warren Co. Municipal Center · 1340 State Route 9
Lake George, NY 12845-9803 · (518) 761-6300
www.warrencountyny.gov/socserv/

Washington County DSS

Municipal Bldg · 383 Broadway Bldg B
Fort Edward, NY 12828 · (518) 746-2300
washingtoncountyny.gov/517/Social-Services

Wayne County DSS

77 Water St · P.O. Box 10 · Lyons, NY 14489-0010
(315) 946-4881
web.co.wayne.ny.us/index.php/wayne-county-social-services-department/

Westchester County DSS

85 Court Street White Plains, NY 10601-5113 · (914)
995-3333
socialservices.westchestergov.com/

Wyoming County DSS

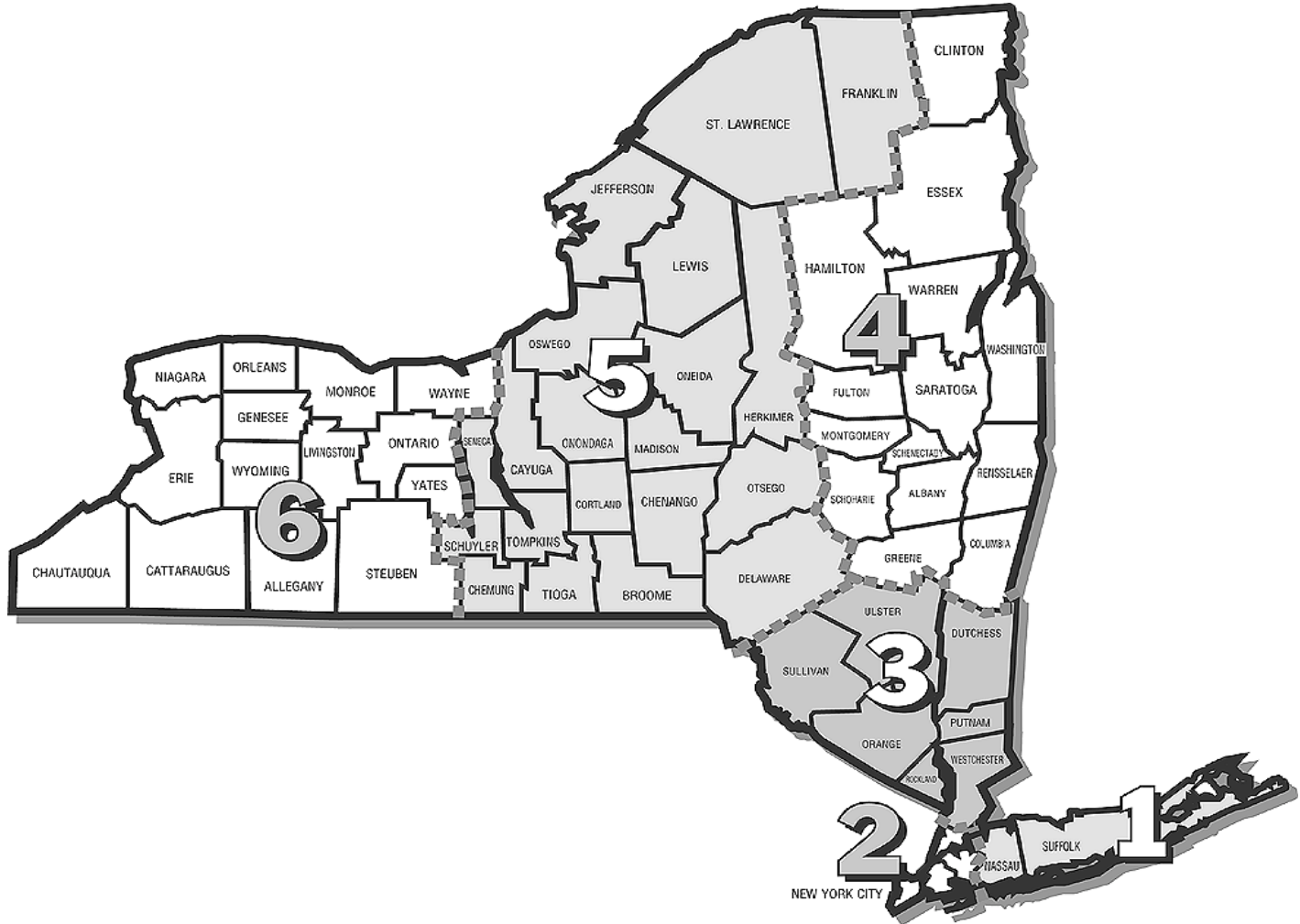
466 North Main St · Warsaw, NY 14569-1080 (716)
786-8900
www.wyomingco.net/205/Social-Services

Yates County DSS

County Office Building · 417 Liberty St, Suite 2122
Penn Yan, NY 14527-1118 · (315) 536-5183
www.yatescounty.org/317/Social-Services

CSEA REGIONS

Location of counties in each Region



Important CSEA Contact Information

CSEA Website www.cseany.org

| | | |
|--------------------------|---------------------|---------------------|
| CSEA HEADQUARTERS | 518-257-1000 | 800-342-4146 |
| REGION 1 | 631-462-0030 | |
| REGION 2 | 212-406-2156 | |
| REGION 3 | 845-831-1000 | 800-757-2732 |
| REGION 4 | 518-782-4400 | 800-874-7344 |
| REGION 5 | 315-433-0050 | 800-559-7975 |
| REGION 6 | 716-691-6555 | 866-568-7734 |

CSEA HEALTH BENEFITS 518-785-4774 800-286-5242

CSEA EMPLOYEE BENEFIT FUND 518-782-1500 800-323-2732

NYS & CSEA PARTNERSHIP 800-253-4332
Tuition Benefits Program (for state employees only)

CSEA MEMBERSHIP DEPARTMENT 800-342-4146

PEARL INSURANCE

| | |
|---|---------------------|
| CSEA Security Life Plan, Hospital Income Insurance Plan & Family Protection Plan | 877-847-2732 |
| Auto Insurance and Homeowner/Renters Insurance | 800-833-4657 |
| Nationwide Pet Insurance | 866-880-4721 |
| Customer Service/Policy Questions | 800-833-9041 |
| CSEA Disability Income Insurance Claims | 877-847-2732 |
| CSEA Long Term Health Care Program | 877-847-2732 |
| Retirement Counseling Service | 877-847-2732 |
| Critical Illness | 877-847-2732 |

LEGAL SERVICES PROGRAM

| | |
|---|---------------------|
| Legal Services Plan (for personal matters) | 800-342-4146 |
| Workers Comp/SS Disability/Personal Injury | 800-342-4146 |

NEW YORK STATE & LOCAL RETIREMENT SYSTEM

| | |
|--|---------------------|
| General Member Info (outside Capital District area) | 866-805-0990 |
| General Member Info (Capital District area) | 518-474-7736 |
| Member Registration Inquiries | 518-474-3524 |
| Member Accounts | 518-474-7736 |
| Loans | 518-474-7736 |

CSEA WORK INSTITUTE 518-782-4427 / 866-478-5548 workinst@cseainc.org

