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Capital Region Connections, Thirteenth Edition: 2020-2022

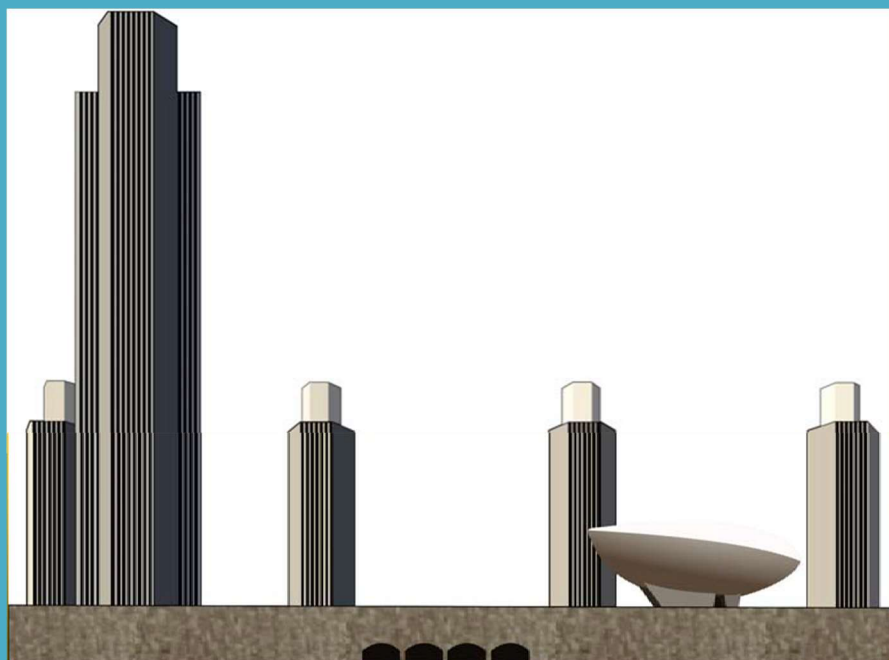
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Thirteenth Edition: 2020-2022

Capital Region Connections

A resource guide for Capital
District residents presently or
formerly incarcerated and their
families.



**A Publication of the Center for Law and Justice, Inc.
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Albany, NY 12205**

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From the Executive Director



It is my pleasure to welcome you to the 2020 updated issue of “Capital Region Connections.” Formerly titled, “On Your Own,” this directory of free or low-cost human and legal services and related criminal justice information, remains significantly helpful to those directly impacted by the criminal justice system. Those interested in self-advocacy have found it invaluable in their search for justice and self-improvement. Our

Center distributes close to 2,000 copies of the directory to those incarcerated and community residents. Because each copy is shared with others, it is estimated that more than 6,000 people read and use updated “Connections.”

The year 2020 will be a special time for the Center for Law and Justice. It will mark the 35th anniversary of our work as a community-based organization devoted to significant change in our criminal and juvenile justice systems. Throughout those years, we have seen some positive changes that include a significant reduction in the state’s prison population, the demise of New York’s death penalty law, reform of the Rockefeller Drug Laws, the adoption of community policing in a number of jurisdictions, and the growing leadership and involvement in change efforts by those directly impacted by the justice system. Most recently, we witnessed the passage of raise the age legislation that removes our juveniles from adult prison confinement and towards zero youth detention.

Great optimism exists that the Center’s long collaboration and work with a number of criminal justice reform organizations and groups will result in major changes that the New York Legislature and Governor have endorsed. Those changes now in the FY 2020 Enacted Budget include: reforms to bail and arrest procedures to reduce pretrial incarceration; measures to ensure the right to speedy trial and transformation of the discovery process; renovations in the use of solitary confinement in state prisons; a comprehensive re-entry package that could improve

outcomes for formerly incarcerated persons; and closures of additional prisons.

The Center remains strongly committed to reducing mass incarceration and state and local over-reliance upon imprisonment, eliminating racial disparities that exist throughout the criminal justice system, and calling for an official recognition of and commitment to reducing and repairing the enormous harm and damage done to people of color through the state's racist and ineffective criminal justice policies.

The Center is proud of its many accomplishments of service to the community for so long. But, recognition and thanks must be given to our dedicated staff, volunteers, interns, and financial donors and supporters.

Dedication and Inspiration

The 2020 “Connections” is dedicated to three giants who fought for freedom, social justice and reform of the criminal justice system.

Vera “Mike” Michelson

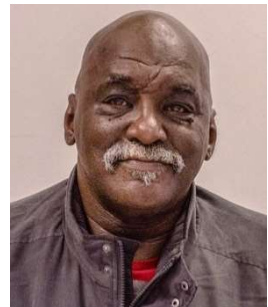


On March 9, 2019, all those who knew Vera “Mike” Michelson and care about justice, lost a dear friend and revolutionary. Mike devoted her precious life to the fight against violence, bigotry, racism, apartheid, and other forms of oppression, not only in New York, but around the world including Cuba and South Africa. Mike was a lifetime activist and community organizer.

In Albany, her social activism spanned more than 50 years. Her support for the civil rights group, the Brothers; the founding of the Capital District Coalition Against Apartheid and Racism; and her organized protests in Albany against the U.S tour of the South African Springboks rugby team are legendary. More recently, she became extremely interested in and passionate about her work to reform the criminal justice system. To that end, she worked with the Albany LEAD (Law Enforcement Assisted Diversion) program, Urban Grief, and R.O.O.T.S, Inc., a reentry program for people who had been incarcerated.

John “Jay” Coleman

John G. "Jay" Coleman drew on his experience and capacity for love to assist others both while he was incarcerated and after he returned. Through formal programs and informal interactions, Jay helped people be the best they could be. While in prison, he worked with the New York State Defenders Association (NYSDA) Client Advisory Board on *Client-Centered Representation Standards*. The goal was to describe what lawyers should do to truly help their clients. After 25 years inside, he worked at a variety of organizations assisting newly-



released people. In 2014, he joined the NYSDA staff, where he developed and implemented the Prisoner Pre-Entry Mentoring Project (PPMP). As a PPMP mentor, he worked with prison-bound clients, helping them plan to use their time inside productively to help ensure successful reentry. He continued that work until his death on Mar. 27, 2019. He is missed by all who knew him.

Johnathan Gradess

Jonathan Gradess was a close friend and ally of the Center for Law and Justice. “Born in New York City, he was a member of the charter class of Hofstra University Law School and spent his entire professional career seeking justice for the downtrodden and disenfranchised among us.



For 39 years he was the executive director of the N.Y.S. Defenders Association in Albany and happily retired in 2017. He believed that everyone charged with a crime was entitled the best legal representation and he worked every day toward that end. During his career, he served on many boards and committees including Equal Justice USA, New Yorkers Against the Death Penalty, and the Commission on Restorative Justice of the Roman Catholic

Diocese of Albany. He worked tirelessly to abolish the death penalty in New York and throughout the United States. After listening to the stories of the many Forgotten Victims of Attica (the prison employees killed or injured during the uprising), he joined their crusade and took their demands to the legislature and the Governor. While a member of St. Henry's Parish in Averill Park, he started a program to provide furniture to recovering addicts taking the next step in their lives.” Jonathan Gradess died on Oct. 2, 2019 at his home near Albany. He was 72. – *Albany Times Union/Legacy.com*

Support and Grants

This resource guide was made possible by a grant from The Albany County Legislature.



Center Mission

The Center no longer engages in client management services but makes referrals to other service centers in the community. The Center for Law and Justice envisions a peaceful, just and compassionate community and works to ensure, through advocacy and programs that each resident is provided access to the goods, services and opportunities of that community. It also works to establish the fair and just treatment of all people throughout the civil and criminal justice systems and works to reduce reliance upon incarceration.

Introduction

Although in principle, all citizens are entitled to the same rights regardless of income, it is clear that those with monetary means tend to have greater access to important legal information and resources. Simply getting an answer to a specific legal question is a frustrating experience for many and for others an impossible task. It is difficult enough to retain the “right” lawyer or find a suitable resource, but to obtain the services for free or at reduced cost is often impossible.

This annotated directory and legal information guide offers community residents, specifically those convicted of a crime and those returning from jail or prison, a variety of legal information and a listing of public and private resources and legal services that are available in the Capital District of New York and are free of charge or offered at a reduced cost.

Acknowledgments

“Connections” was written, researched, designed, and edited by many staff members, volunteers and interns at the Center for Law and Justice. Special thanks to: Antoine Hendy, Schyla Silburn, Mia Nilo, Lauren Manning, and Mary Ellen Freiberg for editing and updating the current edition.

Preface

This directory is aimed at those who do not have the luxury of retaining a “family lawyer” to call upon when in need of legal assistance, criminal justice information, or available human services. **Please be advised that this directory is not intended to replace the professional services of a good lawyer or other professional community providers.**

Additional Resource Guides

“Connections” has been designed to assist people returning to the Capital District. Similar publications have been produced for other areas of the state. Information on how to obtain these resources is listed below:

For New York City: “Connections/ The Job Search” The New York Public Library Institutional Library Service
455 Fifth Avenue, New York, NY 10016
<https://www.nypl.org/sites/default/files/Connections%202016.pdf>

“Coming Home”

The Harlem Community Justice Center
170 East 121st Street, New York, NY 10035
<http://tinyurl.com/cominghomenyc>

“Reentry Resource Directory”

S.O.S. Crown Heights
229 Kingston Avenue, Brooklyn, NY 11213
<http://tinyurl.com/reentryguidenyc>

For Ulster County:

“Coming Back”

Restorative Justice Group of the Social Action Committee 320
Sawkill Road, Kingston, NY 12401
<http://tinyurl.com/ulstercounty>

For the Columbia, Dutchess, Greene, Putnam or Ulster Counties:

“Connections”

Mid-Hudson Library System Outreach Services Department
103 Market Street, Poughkeepsie, NY 12601
www.midhudson.org/hvconnections/booklet.pdf

For Ontario/Wayne Counties and Livingston/Wyoming Counties

“Community Connections”

Outreach Department Pioneer Library System
2557 State Route 21, Canandaigua, NY 14424 (Specify County)
<http://tinyurl.com/ontariowayne>
<http://tinyurl.com/livingstonwyoming>

For Westchester County
“Westchester Connections”

Available on-line only at
www.connections.westchesterlibraries.org

For Cayuga, Cortland, Seneca, Tioga and Tompkins Counties

“Finding Your Way”

Outreach Department, Finger Lakes Library System 119 E.
Green St., Ithaca, NY 14850
(607) 273-4074, x228
www.flls.org/outreach/#reentry
<http://www.flls.org/wp-content/uploads/2013/10/FLLS-Reentry-Guide-2017.pdf>

For the Rochester and Monroe County area: “Making Moves”

Extension Outreach Dept.
Monroe County Library System
115 South Avenue, Rochester, NY 14604
http://www3.libraryweb.org/uploadedfiles/mcls/Central/Departments/Extension_and_Outreach/making%20moves.pdf

For Erie County
“Connections”

Buffalo & Erie County Public Library Extension Services
1 Lafayette Square, Buffalo, NY 14203
<http://www.buffalolib.org/sites/default/files/pdf/2016-Connections.pdf>
<http://tinyurl.com/eriecountyspanish> (Spanish)

Additional Online Resources:

www.midhudson.org/outreach/main.htm#cf
<http://www.hirenetwork.org/content/publications>
<http://labor.ny.gov/formsdocs/pubs/pdfs/es302.pdf>
www.reentry.net

The current version Connections can be found online at
www.cflj.org

Please note: Most of the links to the listed resource guides either open or automatically download the PDF version of each guide. **Some URL’s in this directory have been shortened to increase ease of use.**

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First Steps

1



"Don't quit. Every difficulty is an opportunity in disguise."

-Unknown

Securing Identification

Birth Certificate

Most employers require at least one form of identification for employment. In order to obtain a license or Social Security card, you need a certified copy of your birth certificate. It often takes several months to obtain a new birth certificate by mail (See 3), so you should request one immediately following your release from jail or prison. **You may also apply for a birth certificate shortly before your release by asking a pre-release coordinator to submit an official request, on letterhead, in conjunction with your application.**

1. For someone born in New York City:

Obtain a Birth Certificate application form from:

**NYC Office of Vital Records
125 Worth St., Room 133
New York, NY 10013
Phone: (212) 788-4500**

Or, download an application form at:

<http://tinyurl.com/vitalrecordnyc> Include the following with your completed application and mail all to the NYC Office of Vital Records address, above.

- **Identification Requirements:** A copy of a signed, valid photo ID of the person named on the certificate. If photo ID is unavailable, submit two proofs of name and address, such as a utility bill or an entitlement award letter from a government agency. These identification requirements may change, so check a current application form.
- **Fees:** Send a check or money order payable to the NYC Department of Health and Mental Hygiene, at a cost of \$15 plus \$8.30 for shipping and handling per certificate. **DO NOT SEND CASH.**
- A self-addressed, stamped envelope.

2. For someone born in New York State outside of New York City:

Obtain a Birth Certificate application form from:

**NYS Vital Records
Certification Unit, Vital Records
800 N. Pearl Street,
Menands, NY 12204
Phone: (855) 322-1022**

Or, download a copy of the application from:

<http://tinyurl.com/vitalrecord>

a. Identification Requirements: Subject to change.
Check a current application before submission.

i. One (1) of the following forms of valid photo-ID

- Driver's license
- Non-driver Photo ID
- Passport
- Other government issued photo-ID

ii. Two (2) of the following showing the applicant's name and address:

- Utility or telephone bills
- Letter from a government agency dated within the last six (6) months

b. Fees: There is a fee of \$30.00 per birth certificate copy by mail order, \$45.00 by phone or internet. Payment of mail order copies may be made by check or money order payable to the New York State Department of Health - **Do not send cash.**

3. City Clerk/ Vital Statistics

City of Albany Vital Statistics
24 Eagle Street #254M
Albany, NY 12207
(518) 434-5045

For Albany Med, Albany Memorial and St. Peter's Hospitals

To obtain certificate request form have inmate write and sign a

letter allowing a person to get certificate. Take signed request form and letter to city or town clerk where inmate was born. There is a fee of \$10.

Troy City Vital Records

1 Monument Sq.
Troy, NY 12180
(518) 270-4587

For all smaller areas please see city, town or village clerk.

Obtaining a Social Security Card

To obtain a Social Security Card, call the U.S. Department of Health and Human Services, Social Security Administration at: 1-800-772-1213.

Or, you can find an application at www.socialsecurity.gov/online/ss-5.html or visit a local office. Social Security off District are as follows:

Albany County

11A Clinton Ave. Albany, NY 12207
(866) 253-9183
TTY: (800) 325-0778

Schenectady County

One Broadway Center Schenectady, NY 12305
(866) 964-1296
TTY: (800) 325-0778

Rensselaer County

500 Federal St
Suite 101
Troy, NY 12180
(866) 770-2662
TTY: (800) 325-0778

1. Proof of identity is required. The following forms of Identification are acceptable:

- Driver's license or Passport
- Employee ID card/Student ID card
- Health insurance card (not Medicare)
- State issued non-driver ID card
- U.S. Military ID card
- Photo Benefit Card

Obtaining a New York State Driver's License

To obtain a driver's license, you must complete an MV-44 form; download online at www.dmv.ny.gov/forms/mv44.pdf or at any DMV office.

To obtain a license, you must appear at a Motor Vehicle Department (DMV) office with proofs of name **and** date of birth. For proof of name and date of birth, four "points of proof" and a social security card are needed. "Points of proof" include birth certificate, naturalization papers, foreign passport, resident card, etc. Without a social security card, six "points of proof" are necessary. All points of proof must be original documents, one of which must contain a signature and seal for birth certificate. An eye test is required, which can be done at the Motor Vehicle office.

Obtaining a Non-Driver Photo ID Card

A person of any age who does not have or want a driver's license may apply to the DMV for a non-driver photo ID. It is required that you provide four "points of proof" and a social security card. If you cannot provide a social security card, 6 "points of proof" are required. "Points of proof" include birth certificate, naturalization papers, foreign passport, resident card, etc. All points of proof must be original documents, one of which must contain a signature and seal for birth certificate. You can apply for a non-driver photo ID if your NYS driver's license has been revoked or suspended. The photo ID contains the same personal information that a driver's license contains. There is still a fee for the non-driver photo.

Parole

2



"There are more African Americans under correctional control, in prison or jail, on probation or parole, than were enslaved in 1850 a decade before the civil war began."

-Michelle Alexander

Parole Overview

The information contained in this part is provided by the *New York State Parole Handbook: Questions and Answers Concerning Parole Release and Supervision* (Nov. 2010).

Upon release from prison on parole, unless otherwise instructed, you should report in person with your certificate of release within twenty-four hours to the area office listed on your release papers. If time or distance makes it impossible to report within twenty-four hours, you must telephone the area office to inform them of your special circumstances.

General Conditions of Parole

“General Conditions of Parole” apply to everyone who is on parole. In addition to these general conditions, there may be special conditions that apply to you. You are responsible for complying with **all** conditions of parole, both general and special. General conditions are as follows:

- Proceed directly to the area to which you have been released and, within twenty- four hours of release, make an arrival report to the Division of Parole, unless otherwise instructed.
- Make office and/or written reports as directed.
- Do not leave the state to which you are released without permission of your parole officer.
- Permit your parole officer to visit your residence and/or place of employment and permit the search and inspection of your person, residence, and property. Discuss any proposed changes in residence, employment, or program status with your Parole Officer. Notify your Parole Officer of any changes in your residence, employment, or program status when circumstances beyond your control make prior discussion impossible.

- Reply promptly, fully, and truthfully to any inquiry of, or communication by, your Parole Officer or other representative of the Division of Parole.
- Notify your Parole Officer immediately any time you have any contact with, or arrested by, any law enforcement agency.
- Do not be in the company of, or fraternize with any person you know to have a criminal record or whom you know to have been adjudicated a Youthful Offender, except for accidental encounters in public places, work, school, or in any other instance, without permission of your Parole Officer.
- Do not behave in such a manner as to violate the provisions of any law to which you are subject which provides for a penalty of imprisonment, nor behave in a way that threatens the safety or well-being of yourself or others.
- Do not own, possess, or purchase any shotgun, rifle, or firearm of any type without the written permission of your Parole Officer. In addition, do not own, possess, or purchase any dangerous instrument or deadly weapon as defined in the Penal Law or any dangerous knife, dirk, razor, stiletto, or imitation pistol. Additionally, do not own, possess, or purchase any instrument readily capable of causing physical injury without a satisfactory explanation for ownership, possession, or purchase.
- In the event that you leave the jurisdiction of the state to which you were released, you waive the right to resist extradition back to the state of release. This waiver shall be in full force and effect until you are discharged from Parole or Conditional Release. You are to fully understand that you have the right under the Constitution of the United States and under state law to contest any effort to extradite you from another

state and return you to the state of release, and you freely and knowingly **waive** this right as a condition of your Parole or Conditional Release.

- Do not use or possess any drug paraphernalia or use or possess any controlled substance without proper medical authorization.
- Special Conditions: (as specified by the Board of Parole, Parole Officer or another authorized representative).
- Comply fully with the instructions of your Parole Officer and obey any special additional written conditions which he/she, the Board of Parole, or Division of Parole, may impose.

Special Conditions of Supervision

Although the general conditions of parole apply to all those under supervision, the Board of Parole, a Facility Parole Officer or your Field Parole Officer can add additional conditions that apply specifically to you and to your situation. It might be a curfew, a prohibition against drinking or associating with specific individuals, or a prohibition against being in a specific area.

If the Board of Parole imposes a special condition, only the Board can remove it. If your Parole Officer imposes a special condition, then he or she can remove it.

Special conditions, whether imposed by the Board of Parole or a Parole Officer, must be obeyed in the same way as the general conditions of parole.

Intensive and Regular Supervision

- Intensive supervision is a status assigned to you immediately upon your release to parole supervision. You will remain in this supervision phase for at least twelve months. During this re-adjustment period, your Parole Officer may be making frequent home

visits, and you may be required to make frequent office reports.

- Sexual offenders remain under intensive supervision as long as they are under supervision.
- Most parolees are placed in Regular Supervision after a minimum of twelve months of supervision. You will remain in this supervision status until you receive, if eligible, merit termination, mandatory termination, a three-year discharge or reach your maximum expiration date.
- Under Regular Supervision, you may be reporting less frequently to your Parole Officer and your Parole Officer may be making less frequent visits to your home. Employment verifications will continue to be made by your Parole Officer.

Duration of Supervision

As a general rule, you will remain under supervision until you are discharged from your sentence. If you meet certain criteria, you may be considered for merit termination or mandatory termination of sentence after one, two or three years of unrevoked supervision. If you are eligible, your Parole Officer can seek a review of your case for three-year discharge consideration by the Board of Parole. Otherwise, you will finally be discharged when you reach the maximum expiration date of your sentence or complete your period of post-release supervision.

Your Responsibilities Under Supervision

You are required to adhere to all requirements of your sentence (including any restitution order, order of protection, payment of supervision fees, etc.). Your specific responsibilities are included in the conditions of parole. In a more general sense, you are responsible for obeying the law, remaining sober, and for working with your Parole Officer in a cooperative and open manner. This will enable you to resolve problems you may be having in adjusting to the community. Above all, these

difficulties must be handled with your Parole Officer to help you remain a law-abiding citizen and achieve success in the community.

Parole Charges and Waivers

Section 259-a, subdivision 9 of the Executive Law requires every parolee to pay a monthly supervision fee. Generally, the monthly fee is \$30.00.

Your Parole Officer will discuss this fee with you, how the fee is to be paid, and in certain circumstances, may be able to waive the fee if you are unemployed or if paying the fee would cause a hardship.

Complaints Against Parole Officers

To make a complaint against a parole officer, contact the officer's supervisor. If you are dissatisfied with the outcome, contact:

Office of Professional Responsibility
New York State Division of Parole
1220 Washington Ave., Building 2. Albany, NY 12226

Parole Revocation

The Supreme Court has ruled that certain due process requirements must be observed at revocation proceedings. In most cases, a parolee is entitled to a preliminary and final revocation hearing. Although these hearings do not constitute a criminal prosecution, certain minimal due process safeguards are mandated.

Below is a brief description of the process you will go through if you are threatened with a parole revocation.

Investigation

If a Parole Officer receives information suggesting that a person has violated one or more of the conditions of release, he or she will investigate and discuss the situation with a supervisor. If the evidence from the

investigation leads the officer to believe conditions of parole were violated, a parole violation warrant may be issued by a member of the Board of Parole or by a designated officer.

Execution of Parole Warrant

When the parole warrant is executed, you will be detained in a local facility or detention center and may not be bailed.

After a Parole Violation Warrant is Issued

Within three days (five days if you are out of state) of the lodging of the warrant, you will then be served with *both of the following*:

i. **The Notice of Violation**

This notice states your rights, and the date, place, and time of your Preliminary Hearing and your Final Hearing.

ii. **The Violation of Release Report**

This report notifies you of the rules you are alleged to have violated and the manner in which you violated those rules.

Preliminary Hearing

Within fifteen days of the lodging of the warrant, a Preliminary Hearing must be scheduled unless you waive such a hearing.

Purpose of Preliminary Hearing

The purpose of the Preliminary Hearing is to determine if there is probable cause to believe that you violated a condition of parole.

i. **Findings of the Preliminary Hearing**

If there is not enough evidence to suggest you violated your conditions of release, you will be restored to parole supervision.

If probable cause is found at the Preliminary Hearing, or you waive the Preliminary Hearing, a member of the

Board of Parole will review your case and decide whether to declare you delinquent and order a Final Hearing or restore your status to parole supervision.

Delinquent Status

You may be declared delinquent in four situations:

- i. When there is a reasonable cause to believe that you have absconded from supervision;
- ii. When probable cause has been found at a Preliminary Hearing that you violated one or more of the conditions of release;
- iii. When you are an alleged parole violator and waive your Preliminary Hearing;
- iv. When you have been convicted of a new crime while under parole supervision.

The Preliminary Hearing Officer cannot recommend a disposition in your case. He or she has the limited duty and power of determining whether probable cause exists.

Right to Counsel

There is no absolute right to counsel at the Preliminary Hearing. However, you may appear with an attorney at this hearing. If you cannot afford an attorney, you can request that an attorney be appointed at the beginning of the hearing. The hearing officer will then decide whether or not it is necessary to appoint an attorney. It is highly likely that you will **not** receive a court appointed attorney for this hearing.

On the other hand, if a Final Hearing is ordered, an attorney **will** be assigned to represent you if you cannot afford one.

Final Hearing

In order to revoke your parole, the Division of Parole must prove at a Final Hearing, by a preponderance of the

evidence, that you have violated at least one of the conditions of release. At this hearing, you have all the rights you had in the Preliminary Hearing, plus you have the right to counsel.

The Final Hearing is held before a Parole Board Member or Final Hearing Officer. A board member or officer makes a decision or, in some cases, a recommendation to the Board of Parole whose members will make the ultimate decision about the revocation.

Convicted of a Crime while under Parole Supervision

If you are convicted of committing a crime while under parole supervision, you forfeit your right to a Preliminary Hearing and possibly the Final Hearing as well.

i. Conviction of a Misdemeanor

If you are convicted of a misdemeanor, you are not entitled to a Preliminary Hearing but will receive a Final Hearing.

ii. Conviction of a Felony

If you are convicted of a felony, and sentenced to a determinate or indeterminate term of imprisonment, your parole is revoked by law without the need for either a Preliminary or Final Hearing.

Parole Revocation Guidelines

Most violators fall into one of three categories within the guidelines, which describe a sanction or a range of sanctions.

Category One

Includes the following parole violators:

- Conditionally released on a violent felony offense as defined under Penal Law Section 70.02;
- Paroled or conditionally released on an A-1 felony offense;

- Paroled or conditionally released on any felony offense under Article 125, 130, 135, 263, or Section 255.25 of the Penal Law;
- Paroled on any violent felony offense or youthful offender adjudication involving the use, or threatened use, of a deadly weapon or dangerous instrument or the infliction of physical injury;
- Current volatile behavior involving the use, or threatened use of a deadly weapon or dangerous instrument or the infliction or attempted infliction of physical injury, or possession of a firearm, or threats toward Division staff;

A criminal record that includes either a violent felony conviction, or youthful offender adjudication that occurred within the 10-year period preceding the commission of the felony on which the current sentence is based and involved the use or threatened use of a deadly weapon or dangerous instrument or the infliction of physical injury. Any period of time during which the person was incarcerated shall be excluded in calculating the 10-year preceding the act.

Category One Sanction

- The term of imprisonment imposed on sustained Category 1 cases can be no less than 15 months. Some Category 1 cases can be sent to Willard Drug Treatment Center upon consent of the defendant and the Board of Parole.

Category Two

Includes the following parole violators:

- The current conviction is for a felony, other than A-1, defined by Article 220 or 221 of the Penal Law and the sustained violation is for other than a felony committed while on parole;
- The current sentence is based on a conviction other than a Penal Law Article 220 or 221 offense which is neither a violent felony offense nor a

Class A felony and the current violation charge is sustained on a Rule 8 drug or marijuana charge, Rule 11 charge or special condition prohibiting the use of alcohol.

Category Two Sanction

All Category 2 violators are revoked and restored to Willard DTC. However, a parole violator may be exempted from mandatory participation in Willard DTC (and moved to Category 3) when one of the following circumstances applies:

- Time remaining on sentence as of warrant lodge date is less than 9 months;
- Felony charges are pending as of Final Hearing date; or
- There is medical or psychiatric ineligibility.

Category Three

This includes any violator that does not fall under Categories 1 or 2. The time assessment imposed on a Category 3 violator whose crime of conviction is a violent felony offense, as defined in Penal Law Section 70.02, is: time spent in custody (at the time of the Final Hearing) plus six months. For a violator whose crime of conviction is a non-violent felony offense, the time assessment, is time spent in custody on the parole violation plus three months.

Persistent Violators

Persistent violators are Category 2 or 3 cases with two prior sustained violations, who upon receiving a third violation (or more), may receive a time assessment not to exceed 12 months.

Certain types of parole violators do not fall into Category 1, 2, 3 and do not receive an established sanction. In these cases, a time assessment or revocation decision is imposed by an Administrative Law Judge or by the Board of Parole.

These include:

- Those sentenced to Willard under Section 410.91 of the Criminal Procedure Law (judicially sanctioned);
- Those restored to Willard who fail to successfully complete the 90-day program.
- Under the guidelines, graduates of the Shock Incarceration Program may be revoked and restored to Willard. However, if shock graduates receive a time assessment, the time assessment shall be at least for a period of time equal to the minimum period of imprisonment imposed by the court.

Mitigating Circumstances

Under the new regulations there are five sets of mitigating circumstances which, if demonstrated, allow for a departure from the mandatory penalties imposed on Category 1, 2, and 3 violators.

The mitigating circumstances are:

- The violator is the custodial parent of a minor child and has been the actual primary caregiver for at least 12 months, or since birth or adoption prior to incarceration on the warrant. If restored, the violator has a stable residence and means of support so that he or she would continue to care for the child;
- The violator’s parole supervision prior to the conduct for which the warrant was issued is deemed acceptable by the Division and has a stable residence and prior employment;
- The violator has voluntarily returned to supervision after absconding;
- The violator has a new pending criminal charge and the new charge is being disposed of by referral to any alternatives to incarceration program (ATI). Restoration to parole supervision is conditioned only upon the successful completion of the ATI program; **OR**
- The violator who would otherwise be a Category 2 violator, but whose medical or psychiatric needs cannot be met at Willard.

If one or more mitigating circumstances apply, violators can be revoked and restored to supervision if the Division has found that:

- The violator's program needs could be adequately addressed in the community with supervision; and
- That restoration to supervision would not have an adverse effect on public safety.

Parole Restoration of Rights

The Parole Board, in its discretion, may issue a Certificate of Relief from Disabilities or Certificate of Good Conduct. These two certificates have different eligibility criteria, and neither is issued prior to release from incarceration. A certificate may remove mandatory disabilities in general or only those specifically indicated by the Board of Parole. If either certificate is issued for specific disabilities only, the Board may issue a supplementary certificate granting relief from additional disabilities.

Certificate of Relief

Eligibility for a Certificate of Relief

By law you are eligible for a Certificate of Relief if you have not been convicted of more than one felony. For this purpose, two or more felony convictions stemming from two or more separate indictments filed in the same court, prior to conviction any of them, also count as one felony. The Board of Parole may also issue you a Certificate of Relief if you are an eligible offender who has been convicted in another jurisdiction and who now lives in New York State. A Certificate of Relief may be issued upon an eligible individual's release from a correctional facility or at any time thereafter.

Certificate of Relief effect on Status

A Certificate of Relief may remove a mandatory legal bar or disability imposed as a result of conviction of the crime or crimes specified in the certificate. The certificate of Relief does not, however, enable you to retain or become eligible for public office. Note that removing mandatory legal bars restores your right to apply and be considered for employment or license but does not guarantee it will be granted.

A Certificate of Relief issued you upon release, or once you are on parole supervision, is a temporary certificate. This certificate becomes permanent when you are discharged from supervision. During the time it is temporary, the certificate may be revoked by action of the Board of Parole.

Certificate of Good Conduct

Eligibility to Apply for Certificate of Good Conduct

You are eligible for the Certificate of Good Conduct even if you have been convicted of more than one felony. You do not become eligible for a Certificate of Good Conduct until a minimum period of time has elapsed from the date of your unrevoked release from custody onto parole or from the date your sentence ended.

If the most serious conviction in your criminal history was a C, D or E felony, you must wait at least three years from the date of your last conviction, payment of fine or release from prison onto parole supervision, whichever is later. You will have to wait at least five years from your last conviction, payment of fine, or release from prison onto parole supervision if your most serious conviction was for an A or B felony.

Certificate of Good Conduct's effect on status

A Certificate of Good Conduct has the same effect as the Certificate of Relief. In addition, the Certificate of Good Conduct may restore your right to seek public office. The certificate may remove all legal bars or disabilities or remove only specific bars or disabilities.

The Certificate of Good Conduct issued to you while under parole supervision is a temporary certificate. The certificate will become permanent upon discharge from supervision. However, during this time it is temporary, it may be revoked by the Parole Board for violation of the conditions of release.

How to submit Certificate Applications

If you have not completed your sentence, you cannot apply directly for a Certificate of Relief of Disabilities or a Certificate of Good Conduct. The application is submitted to the Board of Parole by Parole staff.

If you are anticipating release consideration or are under parole supervision, you should discuss your desire to apply for a Certificate with your Parole Officer.

If you have completed your sentence, you may apply directly to the Department of Corrections and Community Supervision by contacting:

**STATE OF NEW YORK
DEPARTMENT OF CORRECTIONS AND
COMMUNITY SUPERVISION
ATTN: CERTIFICATE REVIEW UNIT
The Harriman State Campus – Building 2
1220 Washington Avenue
Albany, NY 12226-2050
(518) 485-8953**

If you were convicted in another state or by a federal court, you may apply directly upon release from custody to the Certificate Review Unit.

Where to obtain information about Certificates of Relief and Good Conduct and about Licensing and Employment

Article 23 of New York Correction Law deals with Certificates of Relief from Disabilities and Certificates of Good Conduct. Article 23A of the Correction Law deals with licenses and employment of persons convicted of criminal offenses. Consult your Parole Officer about specific questions you may have.

Parole Release and Supervision

Problems concerning time calculation

If you have problems with your time calculation, you should first check with the Inmate Records Coordinator (IRC) at the correctional facility where you are presently housed to obtain your official time calculation.

If, after contacting the Inmate Records Coordinator, you believe there is still a problem with your time calculation; a letter should be sent to the Clerk of the Court where the sentence was imposed. The letter should indicate the specific problem and/or what information is being sought. You should request that certified copies of your sentencing minutes and/or sentence jail time be forwarded to the Inmate Records Coordinator to allow for re-computation of your sentence.

How to become “ready” for parole

Parole “readiness” includes several factors. It is important that you demonstrate good prison behavior throughout your period of incarceration. Becoming involved in facility programming offers you an opportunity to improve your education, participate in appropriate treatment programs and acquire skills that will assist you as you transition back to the community.

Character Letters in support of your release for review by the Parole Board

All letters of support should be sent to the Division of Parole Office in the correctional facility in which you are confined. Additionally, any written statement you wish to make should be submitted to the facility Parole Officer in advance of your Parole Board interview. Letters and documents received by Facility Parole staff will be placed in your folder and provided to the Parole Board at the time of your appearance.

How to prepare for a Parole Board Interview

In order to prepare for a Parole Board Interview, you should:

- Begin to collect and organize documentation and/or letters that support your release or offer reasonable assurance of employment or resources in the community;
- Know and understand the purposes and procedures of Parole Board Interviews.

In advance of your Parole Board appearance, you will be interviewed by a facility Parole Officer who will prepare an inmate status report.

- Be prepared to discuss all aspects of your present offense and your criminal history;
- Be prepared to discuss your custodial record, disciplinary history, treatment participation, program involvement and achievements, and your overall adjustment;
- Discuss your immediate plans and future goals;
- Think about what questions you may have regarding the release process
- Consider statements you would like to make concerning any of the above issues.

Interstate Parole/Paroling to another state

There are two types of interstate parole: Mandatory which means you are paroling to an immediate family member and Discretionary which means you are paroling to a sponsor (girlfriend, fiancé, friend, boss, etc.)

Mandatory

To request a mandatory interstate transfer, you must make this request to your Offender Rehabilitation Coordinator (ORC), just as with regular parole, you must provide the address, relationship to person, others in the household, pets and any weapons that may be in the household. You should also request that the family

member you will be living with sends your ORC a notarized letter stating that you can live in their residence and that they are willing to support you financially until you are able to support yourself. Please note that this request can be denied by the receiving state.

Discretionary

Requests for discretionary interstate transfers follow the same procedure as mandatory. For discretionary transfers, you must substantiate that you will be successful in your completion of parole in the receiving state. You should provide your counselor with any letters of assurance you receive from organizations that you will seek services from and jobs you have reached out to. You should also provide details about your relationship with your sponsor, for example, how long you have known them. Please note that failure to show that you can successfully complete parole in the receiving state will result in a denial of your interstate transfer request.

If you are accepted by the other state under the Interstate Compact for Adult Offender Supervision, you will need to provide an itinerary of your travel from New York to the receiving state. If you will be taking a form of public transportation, tickets must be purchased prior to your release and your ORC must be provided a copy of them. If your family or sponsor will be picking you up, you must provide a detailed

And a notarized letter stating that they will pick you up and include any places you will stop at on the trip to the receiving state.

Approximately how long will it take to process my request for interstate parole/conditional release?

Each State has different processing times. It could take anywhere from **eight (8) weeks** to over **three (3) months** to process an out-of-state investigation request. It is important that all inquiries as to the status of the investigation be made through your Parole Officer.

Appeals and Access to Parole Files

Who is eligible to file an administrative appeal?

An administrative appeal may be filed by an inmate serving an indeterminate sentence in a New York State correctional facility operated by the Department of Correctional Services or by a Juvenile Offender in a facility operated by the Office of Children and Family Services. He or she must have received a determination of the Board of Parole denying discretionary release or a decision rescinding a prior grant of parole. Also, any release who has had his or her parole, conditional release, presumptive release, or post-release supervision revoked by a final revocation determination is eligible to appeal administratively. The process for taking an administrative appeal is outlined in 9 NYCRR Part 8006.

Time limit for the Filing of a Notice of Appeal

There is a time limit. A Notice of Appeal must be filed with the Division's Appeals Unit located at 97 Central Avenue, Albany, New York 12206 **within thirty days** of the date that you receive written notice of the Board's decision. If the appeal is from a final revocation decision, the thirty-day filing period begins when either you or your attorney (if you were represented by one at the Final Hearing) receive a copy of the decision.

How to obtain legal representation in order to complete the appeal

You may obtain private counsel to assist you in completing your appeal. If you can't afford private counsel, you should contact the closest legal services organization that provides free legal services for indigent inmate, or the County Court in the county where you are imprisoned. You may obtain the name and address of these legal services organizations, or the appropriate court, by contacting your Parole Officer or, if you are in state custody, the inmate Law Clerk of the law library at your correctional facility.

How to perfect an appeal

After you have filed your notice of appeal, the appeal is perfected by filing an original and two copies of your letter of brief with the Appeals Unit of the Division of Parole in Albany. That document should state the specific questions raised on appeal, and why you believe the decision was incorrect. If you are relying on any documents to support your arguments, those documents should be attached to your letter or brief.

Time limit for the perfecting of an appeal

Yes, there is a time limit. An administrative appeal must be perfected *within four months* of the date on which the Notice of Appeal has been received by the Appeals Unit.

Once the appeal is perfected, how long does it normally take until it is decided?

Perfected appeals are processed in their order of receipt. Once the Appeals Unit receives your letter or brief, it normally takes between *90 and 120 days* for the appeal to be reviewed and decided.

If appeal is unsuccessful, is there any other administrative recourse available?

No. All relevant issues should be submitted when you file administrative appeal to make review and determination easier and quicker.

Financial Assistance

3



"Getting your money in order is a marathon, not a sprint. Sometimes all it takes to win is to keep going."

-Dave Ramsey

Financial Assistance is available to needy families in many forms as provided by the state and federal government. Eligibility varies by type of assistance.

Social Security Benefits

Federal Social Security Laws and Regulations state that persons serving time for a felony offense cannot receive Social Security or SSI (Supplemental Security Income) benefits. Also, according to New York regulations (18 NYCRR 351.2(k)) the following individuals are ineligible for public assistance:

- Any individual fleeing to avoid prosecution or custody or conviction for a crime or an attempt to commit a crime which is a felony under the laws of the location from which the individual flees;
- Any individual who is violating a condition of probation or parole imposed under federal or state law.

However, once you are released you may be eligible to receive benefits, especially if you were receiving them before your incarceration.

To determine your eligibility for SSI or Social Security, you can either go to your local Social Security office or call 1-800-772-1213 (7AM-7PM business days) for an appointment with a Social Security representative who will help you apply.

How to Apply for Social Security Benefits

When applying, you may need to have the following original documents:

- Social Security card or record of your Social Security number;
- Birth certificate or other proof of age;
- Your spouse's birth certificate, marriage certificate, and social security number if he/she is applying for benefits based on your income;
- Military discharge papers;

- Your most recent W-2 form, or your tax return, if you are self-employed;
- Proof of U.S. citizenship or eligible non-citizen status

The Social Security office will let you know if other documents are needed when you apply. If you do not have these documents, do not delay your application, the Social Security office will help you acquire the documents.

Temporary Assistance

(Information in this section was obtained from the New York State Office of Temporary and Disability Assistance, www.otda.state.ny.us)

Temporary Assistance (TA) is temporary help for needy men, women and children. If you are unable to work, can't find a job, or your job does not pay enough, TA may be able to help you pay for your expenses.

Family Assistance (FA)

Family Assistance (FA) provides cash assistance to eligible needy families that include a minor child living with a parent (including families where both parents are in the household) or a caretaker relative. FA operates under federal Temporary Assistance for Needy Families (TANF) guidelines.

Under FA, eligible adults are limited to receiving benefits for a total of 60 months in their lifetime, including months of TANF-funded assistance granted in other states. Once this limit is reached, that adult and all members of his or her FA household are ineligible to receive any more FA benefits. The months need not be consecutive, but rather each individual month in which TANF-funded benefits are received is included in the lifetime count. Parents and other adult relatives receiving FA, and who are determined to be able to work must comply with federal work requirements to receive FA benefits.

As a further condition of FA eligibility, each person who applies for or is receiving FA, is required to cooperate with state and local department of social services in efforts to locate any absent parent and obtain support payments and other payments or property. Non-cooperation without good cause could result in lower FA benefits.

Safety Net Assistance (SNA)

If you are not eligible for other assistance programs, you may be eligible for SNA. SNA is for:

- Single adults
- Childless couples
- Children living apart from any adult relative
- Families of persons found to be abusing drugs or alcohol
- Families of persons refusing drug/alcohol screening, assessment or treatment
- Persons who have exceeded the 60-month limit on assistance
- Aliens who are eligible for temporary assistance, but who are not eligible for federal reimbursement

Recipients of SNA, who are determined to be able to work must also comply with work requirements to receive SNA benefits.

Generally, you can receive cash SNA for a maximum of two years in a lifetime. After that, if you are eligible for SNA, it is provided in non-cash form, such as a two-party check or a voucher. In addition, non-cash SNA is provided for:

- Families of persons found to be abusing drugs or alcohol
- Families of persons refusing drug/alcohol screening, assessment or treatment
- Families with an adult who has exceeded the 60-month lifetime time limit

Emergency Assistance

Emergency Assistance helps an individual or a family member deal with a crisis or emergency situation that is beyond their control. Such needs could include cash assistance with evictions, homelessness, fuel for heating, utility disconnections, or a domestic violence situation.

Examples of Emergency Assistance include, but are not limited to:

- Payment of shelter arrears
- Payment of utility arrears
- Payment of fuel and/or cost of fuel delivery
- Payment of Domestic Violence Shelter costs
- Payment of Temporary Housing (hotel/motel) costs

Payments may be authorized once you are determined to be eligible for one of the following emergency programs:

- **EAA-** Emergency Assistance to Adults provides assistance for individuals and couples who have been determined eligible or are receiving SSI (Supplemental Security Income)
- **EAF-** Emergency Assistance to Needy Families provides assistance to families with at least one child under age 18, or under 19 and regularly attending secondary school.
- **ESNA-** Emergency Safety Net Assistance provides assistance to single adults and childless couples.

You DO NOT have to be eligible for ongoing Temporary Assistance to receive Emergency Assistance

Applying for Temporary Assistance

To find out if you are eligible to receive Temporary Assistance, including help with an emergency, you need to file an application with your county Department of Social Services. NYS Temporary Assistance Hotline: (800) 342-3009.

For Temporary Assistance, your interview should be within seven working days of your filing an application. Within 30 days of the date you filed your application for Family Assistance, you should be told if it has been approved or denied. Within 45 days of the date you filed your application for Safety Net Assistance, you should be notified if your application has been approved or denied.

Home Energy Assistance Program (HEAP)

(Information in this section was obtained from the New York State Office of Temporary and Disability Assistance, www.otda.state.ny.us)

HEAP is a federally funded program that issues heating benefits to supplement a household's annual energy cost. HEAP offers the following benefits:

Regular Benefit

The HEAP regular benefit component assists low-income New Yorkers with the cost of heating their homes. You may be eligible for a Regular Benefit if:

- You are a United States Citizen or qualified alien
-AND-
- Your income is at or below the current income guides for your household size
-OR-
- You receive Snap Benefits
-OR-
- You receive Temporary Assistance
-OR-
- You receive Code A Supplemental Security Income (SSI living Alone)

Emergency Benefit

The HEAP emergency benefit component assists qualifying low-income New Yorkers who are facing a heat or heat-related energy emergency and do not have the resources available to resolve the emergency.

You may be eligible for the Emergency Benefit if:

- Your electricity is necessary for your heating system to work and is either shut- off or scheduled to be shut off
-OR-
- Your natural gas heat is off or scheduled to be shut-off
-OR-
- You are out of fuel or in danger of running out of fuel (oil, propane, wood, or coal)
-OR-
- Your heating equipment is inoperable
-AND-
- Your income is at or below the current income guides for your household size
-OR-
- You receive Family Assistance, Safety Net Assistance, Snap Benefits or Code A Supplemental Security Income
-AND-
- The heating and/or electric bill is in your name and your available resources are:
 - Less than \$2,000 if no member of your household is age 60 or older;
-OR-
 - Less than \$3,000 if any member of your household is age 60 or older.

Note: The Regular and Emergency Benefit are only available during the winter. Refer to the Department of Social Services for the exact dates of availability.

Furnace Repair or Replacement

The Furnace Repair and Replacement Component of the Home Energy Assistance Program is available to help eligible low-income homeowners repair or replace furnaces, boilers and other direct heating components necessary to keep the home's primary heating source functional.

To receive a benefit, an application must be made in person at the local Department of Social Services and the applicant must receive a determination from the local Department of Social Services that the applicant has met all established eligibility criteria, including established income and resource requirements. Benefits are paid directly to vendors after completion of all work for previously approved applications only.

Supplemental Nutrition Assistance Program (SNAP)

(Information in this section was obtained from the New York State Office of Temporary and Disability Assistance, www.otda.state.ny.us)

Eligibility for SNAP (formerly referred to as food stamps) is determined by household size, income, housing costs, and in some instances, outside resources.

Your household may be eligible for SNAP if:

- You have a social security number
- You are between the ages of 18-60 and are registered for work Your household's total gross income from all sources is less than 130% of the federal poverty level
- The only people subject to a resource cap are households that have income in excess of 200% of the Federal Poverty level, and who have at least one member of the household who is aged (age 60+) or disabled.
- All other households that pass the gross income test are considered to be categorically eligible, and no longer need to disclose any other resources (except for dividends or interest received, as these are considered income.)

Be advised that part of the SNAP application process entails a fingerprinting of all adult members of a particular family.

For more information on SNAP, and to and to calculate your possible monthly allowance, go to:
<http://otda.ny.gov/programs/snap/>

SNAP Prescreening

The Nutrition Consortium of NYS has administered the Nutrition Outreach and Education Program (NOEP) under contract with the New York State Department of Health. The goal of NOEP is to increase the availability and utilization of federal nutrition assistance programs to ensure better nutrition and reduce the incidence of hunger among low-income populations. In order to achieve this goal, the Nutrition Consortium subcontracts with community-based agencies for more information or for a confidential prescreening, contact one of the NOEP programs near you.

Albany County

Legal Aid Society of Northeastern NY

95 Central Avenue, Albany, NY 12206

Telephone: 518-462-6765 or 800-462-2922 x327

Website: www.lasny.org

Rensselaer County

Unity House of Troy, Inc.

2431 Sixth Avenue, Troy, NY 12180

Telephone: 518-274-2607

Website: www.unityhousesny.org

Schenectady County

Catholic Charities of Schenectady

1462 Erie Boulevard, 2nd Floor Schenectady, NY 12305

Telephone: 518-372-5667

Website: www.ccseniorservices.org

Medicaid

Medicaid is the largest program providing medical and health services to low income families. Medical assistance can be provided to those individuals and families who meet state mandated income and household guidelines.

You may be eligible for Medicaid if:

- You have high medical bills
- You receive Supplementary Security Income (SSI)
- You meet certain income, resource, age or disability requirements.

Applying for Medicaid

If you wish to apply for Medicaid, contact your local Medicaid office listed at the end of this section or call New York State of Health at 1-855-355-5777 or visit their website at <https://nystateofhealth.ny.gov/>

When preparing to attend an application interview, you should bring the following items:

- Proof of age (birth certificate or valid government ID)
- Proof of valid social security number (Social Security Card)
- Proof of citizenship or alien status
- Recent paycheck stubs (if you are working)
- Proof of your income from sources like Social Security, Supplemental Security Income (SSI), Veteran's Benefits (VA), and retirement
- Any bank books and insurance policies that you may have
- Proof of where you live, (rent receipt or landlord statement)
- Insurance benefit card or the policy (if you have any other health insurance)
- Medicare Benefit Card (if you have one)

Your local district will determine if you are eligible for coverage and send a letter notifying you as to the acceptance or denial of your application within 30 days of the date of your application.

If you are dissatisfied with a decision made by your local social services district, you may request a conference with your local agency, or file an appeal with the New York State Department of Health.

For more information about Medicaid, visit:

<http://tinyurl.com/MedicaidNYS> or contact the appropriate Medicaid office:

- **Albany County Medicaid Office:**
162 Washington Ave.,
Albany, NY 12210
Telephone: (518) 447-7492

- **Schenectady County Medicaid Office:**
797 Broadway, Schenectady, NY 12305
Telephone: (518) 388-4470

- **Rensselaer County Medicaid Office:**
1801 6th Avenue, Troy, NY 12180
Telephone: (518) 270-3928

Child Health Plus and Family Health Plus

There are many organizations in your neighborhood that can help you apply for Child Health Plus or Family Health Plus. Their staff members, called facilitated enrollers, are friendly, experienced, and available when you need them to answer your questions – even on nights and weekends!

For more information, call 1-800-698-4543 or visit the New York State of Health Marketplace website at:
www.nystateofhealth.ny.gov/

The Essential Plan

The Essential Plan is a new program for eligible New Yorkers enrolling in coverage through the NY State of Health.

The Essential Plan covers all the essential health benefits covered under the Qualified Health Plans offered on the Marketplace, including inpatient and outpatient care, physician services, diagnostic services and prescription drugs among others, with no annual deductible and low out-of-pocket costs. Preventive care such as routine office visits and recommended screenings are free. Eligible consumers will pay either \$20 monthly premium or nothing, depending on income. Some plans include additional benefits such as adult dental and vision coverage for additional premium. Enrollment for the Essential Plan is open all year long. To enroll in the Essential Plan, visit: nystateofhealth.ny.gov or call 1-855-355-5777 or TTY: 1-800-662-1220 to enroll or to get free help from a certified in-person assister near your home or work.

Child Support Payments

New York statutes previously prohibited modification of a child support order if the petitioner's request related to incarceration, since incarceration was determined to be the result of a voluntary act. In 2010, the state enacted changes to the New York Family Court Act and Domestic Relations Law. This new law specifically states that "incarceration shall not be a bar to finding a substantial change in circumstances" as long as the incarceration is not for nonpayment of support, or an offense against the custodial parent or child. The amendment now allows the courts to modify support orders for incarcerated parents whenever appropriate, preventing accumulation of uncollectible arrears.

Modifying Child Support Payments

You may be eligible for a modification of your New York State child support order if:

- Either party's gross income has increased or decreased by 15% or more;
- Three or more years have passed since the order was entered or last modified;

- Custody of your child has changed;
- Your child has been legally emancipated. For example, he or she works full-time, joins the military, or gets married; or
- You become incarcerated, as long as the incarceration is not due to nonpayment of child support or an offense against the custodial parent or the child.

How to File a Modification

There are a few ways to file:

- Visit the family court where your court order was issued and complete a Support Petition for Modification form (also known as Form 4-11).
- Call or write the family court where your child support order was issued and ask them to mail you the Support Petition for Modification form.

After you complete the petition you should complete the Financial Disclosure Affidavit, sign both before a notary, and mail them back to the court. At the support modification hearing, you may present any evidence you feel will convince the judge to modify your order. If the modification is granted, the court can make it retroactive to the date your petition was filed.

Making Agreements for Payment of Arrears

Besides asking a Judge to modify your child support, you can also contact your local Child Support Enforcement Unit and ask to make a re-payment agreement to address any amount of child support that is in arrears. Once a successful agreement is reached the Child Support Enforcement Unit can lift sanctions.

Resources for Child Support Issues

The Child Support Enforcement Unit has offices in every county in New York and in each borough of New York City.

Albany County's Child Support Enforcement Unit
162 Washington Avenue, Albany, NY 12207
Telephone: (888) 208-4485 Monday-Friday, 8AM-5PM
Email: CSEWEBAlbany@dfa.state.ny.us

To find information on all other Child Support Offices, call
1 (800) 846-0773.

****Local Family Courts are listed in the Local Trial Court section of this guide.***

Housing

4



"Fair housing is not an option-it's the law."

-Carl Harris

Public Housing/Housing Assistance

An individual in financial transition may want to consider public housing that is usually lower cost than the average rent of private housing in the community. To apply for public housing contact the local Housing Authority. According to Housing and Urban Development (HUD) laws and regulations, the Housing Authority may consider an applicant's past criminal history in the tenant selection process for public housing.

Standards for Public Housing Tenant Selection Criteria

According to §24 CFR 960.205, the Housing Authority may consider "criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety or welfare of other tenants."

If the Housing Authority does identify an individual with this type of criminal history, they are not legally allowed to automatically reject his or her application. Prior to rejection of an application for public housing, the Housing Authority must also consider evidence of rehabilitation by an applicant with a past criminal history. In addition, the law requires the Housing Authority to give applicants an opportunity (10 days) to dispute both the accuracy and the relevance of the criminal record.

It is important to note that Public Housing Authorities may have access to FBI criminal histories that can include previously sealed records of your criminal history. You should be prepared to explain and discuss such sealed records in the event your application is denied on this basis.

You can be denied public housing while on parole or probation if the crime was committed while you lived in public housing or near public housing.

Housing Choice Voucher Program, (Section 8)

According to the HUD website (www.hud.gov), the Section 8 Rental Voucher Program increases affordable housing choices for very low-income households by allowing families to choose privately owned rental housing. The Public Housing Authority (PHA) generally pays the landlord the difference between 30% of household income and the PHA- determined payment standard (about 80 to 100 % of the fair market rent - FMR). The rent must be reasonable. The household may choose a unit with a higher rent than the FMR and pay the landlord the difference or choose a lower costing unit and have no out of pocket rental expense.

Section 8 housing is available to income-eligible US citizens, immigrants with legal immigration status, and “mixed families” (families with at least one member who is a legal US citizen).

Income Eligibility

Section 8 vouchers are provided to assist very low-income households, such as households already assisted under the Housing Act of 1937 and households with incomes up to 80% of the area’s median income level that qualify to receive a voucher in connection with other HUD programs.

The Housing Authority must provide 75% of its vouchers to those families with a gross income of less than 30% of the median income. The median income level is re-adjusted annually.

For more housing information, contact your local Public Housing Authority.

For Section 8 Rental Assistance in Albany County, call (518) 641-7500 or see the housing section of the resource guide, for Schenectady or Rensselaer county Housing Authority numbers.

Housing Resources

Albany Housing Coalition

278 Clinton Avenue, Albany, NY 12210

Telephone: (518) 465-5251 Fax: (518) 465-6499

Website: www.ahcvets.org

Primarily serves a low-income veteran population in need of housing services. Provides a transitional housing program and permanent affordable housing for low-income veterans. Also provides pro bono legal services.

Bethesda House

834 State Street, Schenectady, NY 12307

Telephone: (518) 374-7873 Fax: (518) 374-5133

Website: www.bethesdahouseschenectady.org

A drop-in center for individuals in need of assistance due to homelessness, hunger, addiction, loneliness, mental illness, domestic violence, poverty and single parenthood. Guest services include telephone, community voicemail, mailboxes, shower, laundry, food service, clothing room, and secure storage lockers. Programs include life skills classes, employment assistance program, men's and women's support groups, as well as health clinics and wellness classes. Free medical services offered on Thursdays from 3p.m.-7p.m. at the Schenectady Public Health Clinic.

Better Neighborhoods

120 Emmons Street, Schenectady, NY 12304

Telephone: (518) 372-6469 Fax: (518) 688-0199

Website: www.better-neighborhoods.org

Community housing development organization providing affordable housing opportunities for families in the City of Schenectady.

Bishop Howard J. Hubbard Hall

St. Anne Institute

160 North Main Avenue

Albany, New York 12206

Telephone: (518) 437-6500 Fax: (518) 437-6555

Shelter Intake and Information: 518-437-6547

Web: <https://stanneinstitute.org/community-partnerships-for-youth-empowerment/>

Emergency shelter open 24/7/365 to any youth, male or female, ages 13-17 who is a runaway, homeless, at risk of becoming homeless, or in an otherwise unsafe situation.

The program provides resources and referrals to:

Medical Care/Services, Education and Employment Placement, Substance Abuse and Mental Health Counseling. Shelter staff provides the following services: Case Management/Aftercare Services, Daily Living Skills/Independent Living Skills, Advocacy, Self-Care and Sexual Health, Medication Monitoring, and Recreation

Booth Home

168 Lafayette St, Schenectady, NY 12305

Telephone: (518) 370-0276

Website:

www.empire.salvationarmy.org/empireny/Schenectady

The Evangeline Booth Miracle Home is a 21-bed shelter for women and their children in crisis. Rooms & meals provided on a temporary basis.

Capital Area Peer Services (CAPS)

354 Central Avenue, Albany, NY 12206

Telephone: (518) 427-5056 Fax: (518) 427-5059

Website: www.nycaps.org

Provides residential assistance, drop-in center & peer support for individuals who are mentally ill. Also provides a confidential peer-run support group and referrals.

Capital City Rescue Mission

259 South Pearl Street, Albany, NY 12202

Telephone: (518) 462-0459 Fax: (518) 462-0489

Website: www.capitalcityrescuemission.com

The mission provides emergency shelter for men and women. Food, clothing, referrals, counseling, education, medical needs, nightly gospel, and rehabilitation program provided.

Catholic Charities Housing Office

41 N. Main Avenue, Albany, NY 12203

Telephone: (518) 459-0183

Email: diocesan.housing@RCDA.ORG

Website: www.cchoalbany.org

Provides affordable housing and support services designed to help those in need to help themselves. In our communities, residents draw support from not only professional case managers but also from their neighbors who share the same life experiences.

City Mission

425 Hamilton Street, Schenectady, NY 12305

Telephone: (518) 346-2275

Website: www.citymission.com

Emergency residential shelter for men and women.

Family life apartments available for women with children.

Department of Social Services

A county agency that provides case management and applications for public assistance, food stamps, Medicaid, Medicare, housing services, energy assistance and employment services.

- **Albany County Department of Social Services**

162 Washington Avenue, Albany, NY 12210

Telephone: (518) 447-7300

- **Rensselaer County Department of Social Services**

1801 6th Avenue, Troy, NY 12180

Telephone: (518) 270-3928

- **Schenectady County Department of Social Services**

797 Broadway St., Schenectady, NY 12305
Telephone: (518) 388-4470

DePaul Housing Management

41 N. Main Avenue, Albany, NY 12203
Telephone: (518) 459-0202
Email: diohouse@rcda.org Website:
www.depaulhousing.com

Sponsored by the Roman Catholic Diocese of Albany, develops and operates primarily senior housing communities for people of all faiths with services and activities that support active, healthy and independent lifestyles. Our commitment is to excellence and we carry out this mission with compassion, respect and dignity for all we serve and employ.

Equinox

102 Hackett Blvd, Albany, NY 12206
Telephone: (518) 434-6135 Fax: (518) 434-4502
Website: www.equinoxinc.org

Offers affordable, confidential counseling services that specialize in a variety of issues related to drug abuse, such as relapse prevention, anger management, sexual abuse, relationships, sexuality, cultural and ethnic issues, job retention, stress management, domestic violence, and Adult Children of Alcoholics. Also offers housing resources.

Homeless Action Committee

393 N. Pearl Street, Albany, NY 12207
Telephone: (518) 426-0554 Fax: (518) 462-5839
Website: www.homelessaction.com

Serves individuals living on the street for at least one year. An outreach van provides meals, personal items, and housing/shelter referrals.

Homeless and Travelers Aid

138 Central Avenue, Albany, NY 12206

Telephone: (518) 463-2124 Fax: (518) 463-0263

Website: www.hatas.org Email: info@hatas.org

Provides emergency and case management services, employment services, and housing assistance to individuals and families in crisis due to homelessness. HTA also operates a number of transitional apartments with supportive case management services for mental health clients and families moving from shelter to housing. Offices are located in downtown Albany and Schenectady.

Housing Authority

- **Albany Housing Authority**
200 S Pearl St, Albany, NY 12202
Telephone: (518) 641-7500
Website: www.albanyhousing.org
- **Troy Housing Authority**
1 Eddys Ln, Troy, NY 12180
Telephone: (518) 273-3600
Website: www.troyhousing.org
- **Schenectady Municipal Housing Authority**
Telephone: (518) 386-7000
375 Broadway, Schenectady, NY 12305
Website: www.smha1.org

Provides subsidized housing to eligible individuals and families of low and moderate income.

Interfaith Partnership for the Homeless

176 Sheridan Ave, Albany, NY 12210

Telephone: (518) 434-8021 (Administrative office and Emergency shelter)

Telephone: (518) 694-8899 (Drop-In Center & Housing Program)

Fax: (518) 432-7148

Website: www.interfaithpartnership.com

Provides emergency overnight shelter and food. Also provides case management services including individual counseling, supportive workshops, crisis intervention, advocacy services, and community referrals. The employment readiness program assists individuals in strengthening communication and job seeking skills and making connections with employers. The Health and Wellness program makes available the services of medical professionals from the community.

Joseph House and Shelter

74 Ferry Street, Troy, NY 12180

Telephone: (518) 272-2544 Fax: (518) 272-9370

Website: www.josephshousetroy.org

Email: info@josephhousetry.org

Homeless shelter for single adults and families. Provides meals and personal items, case management, and medical services. Shelter also serves those “at risk” of being homeless by providing transportation and referrals.

Marillac Homeless Family Shelter

% St. Catherine’s Center for Children, 195 Washington Ave. Ext., Albany, NY, 12205

Telephone: (518) 869-1960

Website: www.st-cath.org

Provides housing and services to families in the loss of permanent housing. Services include temporary housing, employment assistance, advocacy, case management, childcare, recreation, and transportation. All families living at Marillac are referred by Homeless and Traveler’s Aid Society of the Capital District (HATAS) listed above.

Mohawk Opportunities, Inc.

201 Nott Terrace, Schenectady, NY 12307

Telephone: (518) 374-8424 Fax: (518) 374-8440

Website: www.mohawkopportunities.org

Mental Health Program: (518) 374-8424, Ext. 3106 or 3100

HIV/AIDS Program: (518) 344-5123

Offers residential and support services to individuals, and their families, who have a diagnosis of mental illness or HIV/AIDS.

Safe House

1344 Albany St, Schenectady, NY 12304

Telephone: (518) 374-0166

Hotline (24/7): (518) 374-5178

Website: www.safeincfschenectady.org

Email: info@safeincfschenectady.org

Website: www.safeincfschenectady.org

Temporary 30-day shelter for 16-20 year-olds. Provides outreach services for 12-35year-olds in the form of housing assistance, life skills, family reunification, and education.

T.H.E. Program, Peter G. Young Housing, Industry and Treatment, Inc.

134 Franklin Street, Albany NY 12202

Telephone: (518) 465-8034 Fax: (518) 465-6632

Website: www.pyhit.com

Programs are designed to assist criminal justice clients affected by substance abuse. Multiple programs located throughout upstate New York provide treatment, housing, employment training and alternatives to incarceration.

Peter Young Housing, Industries and Treatment Administrative Offices are located at:

428 Duane Avenue

Schenectady, New York 12304

518-377-2448

United Tenants of Albany

255 Orange St., suite 104, Albany, NY 12210

Telephone: (518) 436-8997 Fax: (518) 436-0320

Website: www.unitedtenantsalbany.org

Program provides listing of open apartments, court mediation for landlord-tenant issues, and information regarding real-property laws in New York.

YMCA of the Capital District

845 Broadway, Schenectady, NY 12305

Telephone: (518) 374-9136 Website: www.cdymca.org

The Capital District YMCA believes that every person should have access to safe and affordable housing.

- 845 Commons, a residence for men in Schenectady
- Mont Pleasant Commons, a federally-subsidized residence for seniors age 62 and older.

Food Resources

5



*"There is more fruit in a rich man's
shampoo than on a poor man's plate."*

-Unknown

Food Resources

Capital Roots: Veggie Mobile

594 River Street, Troy, NY, 12180

Telephone: (518) 274-8685 Fax: (518) 272-2744

Website: www.capitalroots.org –or–

www.capitalroots.org/programs/veggie/veggie

The Veggie Mobile is a “produce aisle on wheels.” This refrigerated truck filled with fresh produce from local community gardens runs on a set schedule to public housing and other densely populated locations in Albany, Schenectady, and Troy. The Veggie Mobile accepts EBT cards. Call or go to the website for a schedule.

Food Pantries of the Capital District

32 Essex Street, Albany, N.Y. 12206

Telephone: (518) 458-1167 Fax: (518) 458-1246

Website: www.thefoodpantries.org/

Provides food and referral services to families and individuals who are unable to meet their nutritional needs. Coordinates food distribution within Albany/Rensselaer counties regarding emergency food. Pantries generally provide households with a 3 to 4-day supply of food consisting mostly of non-perishable items. In addition to food, member pantries provide information and technical assistance concerning nutrition, food co-ops, and government assistance programs, as well as referrals to other community-based programs.

Roarke Center

107 4th Street, Troy, NY 12180

Telephone: (518)273-8351 Fax: (518) 270-0579

Website: www.roarkecenter.wordpress.com

Provides case management for people who need help in accessing benefits and services. Available services include: emergency assistance, food pantry, medical services to the uninsured, adult literacy, and the Roarke Connection for women with legal issues or leaving incarceration.

Provides programs on creative arts, creative writing, computer use, photography, sewing, weaving, adult literacy and family budgeting assistance. Available medical services for the uninsured in conjunction with Seton Health. Every Wednesday from 6:30-8:30pm.

Salvation Army, Albany

20 South Ferry Street, Albany, NY 12305

Telephone: (518) 463-6678

Email: valerie.lopes@use.salvationarmy.org

Website: <http://www.salvationarmyusa.org/usn>

Available to those living within service area and by referral. Services include: Disaster Services; Emergency Financial Assistance; Emergency Shelter; Food & Nutrition Programs; Seasonal Services; Worship Services - Children's / Teen; Worship Services – Church; Christian; Education; Music & Arts Programs; Character Building Programs; Community Recreation Programs; and Day Camp Activities

Salvation Army, Troy

410 River Street, Troy, NY 12180

Telephone: (518) 272-4901

Email: james.pegues@use.salvationarmy.org

Website: www.salvationarmy.org/NY/try

Services include: Food & Nutrition; Disaster Services; Emergency Financial Assistance; Food & Nutrition Programs; Seasonal Services; Casework Services; Camping Activities; Visitation Services; Worship Services - Children's / Teen; Worship Services – Church; Christian Education; Men's Ministries; Music & Arts Programs; Worship Services - Sunday School; Women's Ministries; Worship Services - Youth Ministries; Character Building Programs; Community Recreation Programs; and Residential Camping Activities

Salvation Army, Schenectady

222 Lafayette Street, PO Box 918, Schenectady, NY 12301

Telephone: 518-346-0222

Email: Michael.Himes@use.salvationarmy.org

Services include: Community Recreation & Education Programs; Food & Nutrition; Missing Persons; Disaster Services; Domestic Violence Services; Emergency Financial Assistance; Emergency Shelter; Food & Nutrition Programs; Seasonal Services; Camping Activities; Nutrition Programs; Senior Citizen Clubs; Visitation Services; Worship Services - Children's / Teen; Worship Services – Church; Christian Education; Men's Ministries; Music & Arts Programs; Worship Services - Sunday School; Women's Ministries; Worship Services - Young Adult; Worship

Albany Area Food Resources

Albany Damien Center

646 State St., Albany, NY 12203

Telephone: (518) 449-7119

Open Monday-Friday 12:00 PM - 3:30 PM

Alliance for Positive Health – Albany

927 Broadway Albany, NY 12208

Telephone: (518) 434-4686 or (518) 438-7168

Website: allianceforpositivehealth.org

Open Monday-Friday 8:30 AM - 5:00 PM.

Arbor Hill Center Food Pantry

47 N., Lark St., Albany, NY 12210

Telephone: (518) 463-1516

Open Monday-Friday 10:00 AM - 12:00 PM & 1:00 PM - 3:00

Beth Emeth Soup Kitchen

369 Livingston Ave., Albany, NY 12206

Telephone: (518) 439-8395

Open Sunday 12:45 PM - 2:00 PM

Bethlehem Food Pantry

445 Delaware Ave., Delmar, NY 12054

Telephone: (518) 439-4955

Open Monday 2:30 PM - 4:30 PM, Wednesday 9:00 AM - 12:00 PM & Friday 10:30 AM - 12:30 PM. Please call for appointment

Blessed Sacrament Food Pantry

607 Central Ave., Albany, NY 12206

Telephone: (518) 482-3375

Website: www.regionalfoodbank.net

Open Monday & Thursday 10:00 AM - 11:15 AM

Website: www.regionalfoodbank.net

Cathedral Social Service

3 Park Ave., Albany, NY 12202

Telephone: (518) 463-2279

Open Monday-Friday 10:00 AM - 12:00 PM.

Christ Our Light Catholic Church Food Pantry

26 Wilson Ave., Albany, NY 12205

Telephone: (518) 459-6635

Open 3rd Saturday of the month 9:30 AM – 11:30 AM

Faith & Love Fellowship Food Pantry

85 Washington St., Rensselaer, NY 12144

Telephone: (518) 436-0114

Open 2nd & 4th Friday of the month 1:00 PM – 3:00 PM

The First Church Food Pantry

110 N., Pearl St., Albany, NY 12207

Telephone: (518) 463-4449

Open Monday & Wednesday 9:00 AM – 11:30 AM.

First Lutheran Church Community Dinner

646 State St., Albany, NY 12203

Telephone: (518) 463-1326

Open last Monday of the month 6:00 PM – 8:00 PM (if this is a holiday, it moves to Monday before)

FOCUS Breakfast Program

Westminster Presbyterian Church,
85 Chestnut St., Albany, NY 12210
Telephone: (518) 443-0460
Open Thursday 7:30 AM – 8:30 AM.
Tuesday & Wednesday 7:30 AM - 8:30 AM during the
summer only.
Website: <https://regionalfoodbank.net/agencies/focus-breakfast-program/>

FOCUS Interfaith Food Pantry

Emmanuel Baptist Church,
275 State St., Albany, NY 12210
Telephone: (518) 443-0460
Open every Monday-Friday 10:00 AM – 1:00 PM & only
last Saturday of the month 10:00 AM – 1:00 PM.

Friendship Table

Sacred Heart Church, 33 Walter St., Albany, NY 12204
Telephone: (518) 434-0680
Open Wednesday 11:30 AM - 12:30 PM
Website: <https://regionalfoodbank.net/agencies/friendship-table-2/>

St. Francis Mission Soup Kitchen

498 Clinton Ave., Albany, NY 12206
Telephone: (518) 459-4894
Open Saturday 12:00 PM - 1:00 PM

Israel AME Church Lunch Program

381 Hamilton St., Albany, NY 12210
Telephone: (518) 465-9339 (Church Office)
Open Wednesday 12:00 PM – 1:00 PM. Closed July &
August and the weeks of Thanksgiving & Christmas

Israel AME Food Pantry

381 Hamilton St., Albany, NY 12210
Telephone: (518) 465-9339 (Church Fellowship Hall)
Open 3rd Thursday of the month by appointment. Open
1st & 3rd Thursday in May & June 1:00 PM – 4:00 PM.
Email: israelmechurch18@gmail.com

Life of the Nations Church

477 Krumkill Rd., Albany, NY 12203

Telephone: (518) 438-3841

Open Tuesday-Friday 9:00 AM - 4:00 PM. Also open by appointment.

Mater Christi Food Pantry

3 West Erie St., Albany, NY 12208

Telephone: (518) 489-3204

Open 1st & 3rd Monday of the month 9:00 AM 1:00 PM

Mt. Moriah Soup Kitchen

262 Route 9W, Glenmont, NY 12077

Telephone: (518) 426-4510

Soup Kitchen: Open last Friday of the month 5:00 PM – 7:00 PM

Food Pantry: Open Thursday 5:00 PM -7:00 PM & Sunday 1:00 PM -2:00 PM. Also open by appointment.

New Horizons Christian Church Food Pantry

146 Catherine St., Albany, NY 12202

Telephone: (518) 462-2638

Open the 4th Sunday of the month 2:00 PM – 4:00 PM.

Website: <https://regionalfoodbank.net/agencies/new-horizons-Christian-church-food-pantry/>

New Scotland Community Food Pantry

St., Matthew's Church,

25 Mountain View St., Voorheesville, NY 12186

Telephone: (518) 765-3806

Open by appointment only

Regional Food Bank

965 Albany-Shaker Road, Latham, NY 12110

Telephone: (518) 786-3691

Website: www.regionalfoodbank.net/find-nearest-agency/

Sacred Heart Food Pantry

33 Walter St., Albany, NY 12204

Telephone: (518) 434-0680

Open Tuesday 1:00 PM - 3:00 PM & Thursday 10:00 AM - 11:45 AM

Shalom Food Pantry

393 Delaware Ave., Delmar, NY 12054

Telephone: (518) 439-3310

Open 2nd Monday of the month 10:00 AM - 12:00 PM. Also delivers to Albany, Rensselaer, & Saratoga counties. Please call for an appointment.

Sheridan Hollow Drop-In Center

26 S., Swan St., Albany, NY 12210

Telephone: (518) 694-8899

Open Monday-Friday 3:00PM – 4:00 PM.

Sister Maureen Joyce Center Food Pantry

315 Sheridan Ave., Albany, NY 12206

Telephone: (518) 465-8262

Open Tuesday, Wednesday & Friday 9:00 AM - 1:00 PM

St. Francis of Assisi Food Pantry

Albany Med Kids Child Care, 50 Summit Ave., Albany, NY

12209 Telephone: (518) 427-6433

Open Tuesday 11:00 AM - 2:00 PM & Thursday 1:00 PM - 4:00 PM

St. John's/ St. Ann's Outreach Center

88 Fourth Ave., Albany, NY 12202

Telephone: (518) 472-9091

Open Tuesday & Saturday 11:30 AM - 1:00 PM

St. John's/St. Ann's Food Pantry

88 Fourth Ave., Albany, NY 12202

Telephone: (518) 472-9091

Web: <http://sjsacenter.org/pantrymenu.shtml>

Open Monday, Wednesday, Thursday & Friday 10:00 AM - 12:00 PM & 1:00 PM - 3:00 PM

St. Mary's Outreach

10 Lodge St., Albany, NY 12207

Telephone: (518) 462-4357

Open Tuesday, Thursday & Friday 9:00 AM – 11:30 AM

St. Vincent DePaul Church Food Pantry

984 Madison Ave., Albany, NY 12208

Telephone: (518) 694-3153

Open; Monday, Wednesday & Thursday 12:30 PM - 2:30 PM. Closed on holidays.

Sweet Pilgrim Baptist Soup Kitchen

24 Ten Broeck St., Albany, NY 12210

Telephone: (518) 463-7811

Open Saturday 11 AM – 1 PM.

The Redeemed Christian Church of God Food Pantry

86 Lexington Ave., Albany, NY 12206

Telephone: (518) 463-5231

Open 2nd & 4th Tuesday of the month 5PM – 6:30 PM.

Trinity Alliance

15-17 Trinity Place Albany, NY 12202

Telephone: (518) 449-5155

Website: <https://www.trinityalliancealbany.org/food-pantries/>

Open Monday, Tuesday, Thursday & Friday 10AM - 12PM & 1: PM - 4:30 PM. Wednesday 11AM - 2PM 3:00 PM - 6:30 PM.

Victory Christian Church Kids Meal Program

63 Quail St., Albany, NY 12206

Telephone: (518) 465-6712

Open Monday-Friday 3PM – 5PM

Troy Area Food Resources

Bethany at Unity House

2431 6th Ave., Troy, NY 12180

Telephone: (518) 272-2352

Open Monday-Friday 11:30 AM - 1PM

Cohoes CAP Pantry

145 Remsen St., Cohoes, NY 12047

Telephone: (518) 237-9202

Open Monday-Friday 9AM - 12PM, 1PM - 4:30 PM

Closed Tuesdays and Thursdays.

First Baptist Soup Kitchen

560 Congress St., Troy, NY 12180

Telephone: (518) 273-8561

Open Tuesday 4:00 PM - 6:00 PM

Grace Church Food Pantry

34 3rd St., Waterford, NY 12188

Telephone: (518) 237-7370

Open every Friday 10:30 AM - 12:30 PM, and the 4th

Thursday of the month 6:30 PM - 7:30 PM

Hope 7 Community Center

Pawling Ave. United Methodist Church,

520 Pawling Ave., Troy, NY 12180

Telephone: (518) 272-1547

Website: <https://www.hopeseven.com/foodpantry>

Open Monday-Friday 9:30 AM - 11:45 AM & the last

Saturday of the month 9:30 AM - 11:45 AM Thursdays 5:00

PM – 7PM

Holy Trinity Parish Food Pantry

1 St., Marie's Lane, Cohoes, NY 12047

Telephone: (518) 237-2373 (Please call for an appointment)

Website: <https://www.holytrinitycohoes.org/f>

Open Tuesday & Thursday 10:00 AM - 12:00 PM.

Immaculate Heart of Mary Food Pantry

2416 7th Ave., Watervliet, NY 12189

Telephone: (518) 273-6020

Open Tuesday & Thursday 9:00 AM - 10:00 AM

Italian Community Center Soup Kitchen

1450 5th Ave., Troy, NY 12180

Telephone: (518) 274-0508

Open Thursday 4:30 PM - 5:30 PM

Living Hope United Methodist Food Pantry

126 Middletown Rd., Waterford, NY 12188

Telephone: (518) 235-6498

Open Thursday 5:30pm – 7PM Friday 10AM – 12PM

Mary's Soup Kitchen

Immaculate Heart of Mary,

2416 7th Ave., Watervliet, NY 12189

Telephone: (518) 273-6020

Open Monday 3:00 PM - 5:00 PM

Mt. Ida Food Pantry

Mt. Ida Baptist Church,

540 Congress St., Troy, NY 12180

Telephone: (518) 272-1115

Open Saturday 10:00 AM - 12:00 PM

Provisions Food Pantry

461 Fulton St., Troy, NY 12180

Telephone: (518) 273-6434

Open Saturday 10:00 AM - 12:00 PM.

Closed the 1st Saturday of the month

REACT, Inc., Food Pantry

501D Grand St., Troy, NY 12180

Telephone: (518) 272-8974

Open Monday-Friday 8:00 AM - 11:00 AM

Rensselaer County CEO Food Pantry

2328 5th Ave., Troy, NY 12180

Telephone: (518) 272-6012

Website: <https://www.ceoempowers.org/?s=food+pantry+>

Open Monday, Wednesday & Friday 9 AM - 4:30 PM.

Tuesday 9 AM – 3 PM. Thursday 9 AM - 5:30 PM

Roarke Center Food Pantry

107 Fourth St., Troy, NY 12180

Telephone: (518) 273-8351

Open Monday & Friday 9 AM – 12 PM, 1 PM – 3 PM.

Tuesday, Wednesday & Thursday 1 PM – 3PM

Salvation Army – Troy Soup Kitchen

410 River St., Troy, NY 12180

Telephone: (518) 272-4901

Open Monday & Friday 4:00 PM - 5:30 PM

Salvation Army – Cohoes Food Pantry

Good Ground Community Church,

49 Johnston Ave.,

Cohoes, NY 12047

Telephone: (518) 463-6678

Open Tuesday & Thursday 10:00 AM - 2:00 PM.

Open from 10:00am-11:30am last week of the month

Salvation Army – Troy Food Pantry

410 River St., Troy, NY 12180

Telephone: (518) 272-4901

Open Tuesday & Thursday 10:00 AM - 2:00 PM

St. Ambrose Food Pantry

St., Ambrose Church,

347 Old Loudon Rd., Latham, NY 12110

Telephone: (518) 785-1351

Open by appointment only.

St., Augustine's Food Pantry

25 115th St., Troy, NY 12182

Telephone: (518) 235-3861

Open Saturday 9:00 AM - 12:00 PM

St. Joseph's Church Troy Food Pantry

416 3rd St., Troy, NY 12180

Telephone: (518) 244-3347

Open Monday-Thursday 9:00 AM - 12:00 PM

St. Mary's/St., Vincent Food Pantry

119 Broad St., Waterford, NY 12188

Telephone: (518) 237-3131

Open by appointment only

TLP Food Pantry

313 Tenth St., Troy, NY 12180

Telephone: (518) 273-5199

Open Saturday 9:00 AM - 12:00 PM

Troy Damien Center

392 2nd St., Troy, NY 12180

Telephone: (518) 274-5920

Website: <http://www.nyconnects.ny.gov/providers/damien-center-132>

Open Monday 6PM - 7PM & Thursday-Friday 12PM - 1PM

United Church of Cohoes Community Meal

123 Mohawk St., Cohoes, NY 12047

Telephone: (518) 237-0278

Open Saturday 4:30 PM - 6:00 PM

United Church of Cohoes Food Pantry

123 Mohawk St., Cohoes, NY 12047

Telephone: (518) 237-0278

Open Monday, Wednesday & Friday 10:00 AM - 12:00 PM

Unity House Street Ministry Food Pantry

2431 6th Ave., Troy, NY 12180

Telephone: (518) 272-2352

Open Monday, Tuesday, Wednesday & Friday 9:30 AM – 3:30 PM. Thursday 1 PM – 7 PM. One Saturday of the month 10 AM – 1 PM.

YWCA – Troy Community Meal

21 First St., Troy, NY 12180
Telephone: (518) 274-7100
Open Thursday 6 PM - 7 PM

YWCA – Troy Food Pantry

21 First St., Troy, NY 12180
Telephone: (518) 274-7100
Open Monday 2 PM - 4 PM &
Tuesday-Thursday 1PM - 4 PM

Schenectady Area Food Resources

Alliance for Positive Health – Schenectady

434 Franklin St., Schenectady, NY 12305
Telephone: (518) 346-9272
Open Monday-Friday 9 AM – 5 PM

Altamont Community Food Pantry

122 Grand St., Altamont, NY 12009
Telephone: (518) 861-6542
Open 1st and 3rd Tuesday of the month, 4 PM - 5 PM and
for emergencies

Bethesda House of Schenectady

834 State St., Schenectady, NY 12307
Telephone: (518) 374-7873
Open Monday-Friday 2:30 PM – 4 PM

Bethesda House Food Pantry

834 State St., Schenectady, NY 12307
Telephone: (518) 374-7873
Website:
<https://www.bethesdahouseschnectady.org/page/volunteer-6.html>
Open 2nd & 3rd Tues. of the month 9–11:30AM & 1PM-3
PM

Bethesda House – Yates Village Food Pantry

Yates Village Community Center,
2450 Van Vranken Ave., Schenectady, NY 12308
Telephone: (518) 374-7873
Open Thursday 9 AM - 1 PM. Monday 4 PM – 6 PM

Captain Food Pantry

5 Municipal Plaza, Suite #3, Clifton Park, NY 12065
Telephone: (518) 371-1185
Open Monday, Tuesday & Thursday 10 AM - 3 PM

Christ Church Food Pantry

15 W., High St., Ballston Spa, NY 12020
Telephone: (518) 885-9792
Open Monday, Wednesday, Thursday & Friday 10 AM - 12 PM and Wednesday 5:00 PM - 7:00 PM

Community Meal Program

512 Smith St., Schenectady, NY 12305
Telephone: (518) 346-2275
Open Monday-Friday 5:45 PM - 6:30 PM and Saturday 3 PM - 3:30 PM

Downtown Community Breakfast Program

First United Methodist Church,
603 State St., Schenectady, NY 12305
Telephone: (518) 374-4403
Open 2nd, 3rd and 4th Sunday of each month 8:30 AM – 9:30 AM

Faith Baptist Church Pantry

11 Glenridge Rd., Rexford, NY 12148
Telephone: (518) 399-2220
Open Friday 9:00 AM - 12:00 PM

Gathered Remnant Ministries Food Pantry

327 Georgetta Dix Plaza, Schenectady, NY 12303
Telephone: (518) 374-3487
Open 4th Thursday of the month 1 PM - 3:30 PM

Harmony Food Pantry

888 Albany St., Schenectady, NY 12307

Telephone: (518) 280-5028

Open 2nd and 4th Thursdays of the month 3 PM – 5 PM

Harvest Church Food Pantry

303 Grooms Rd., Clifton Park, NY 12065

Telephone: (518) 371-2997

Please call to make an appointment.

Tuesday-Thursday 10 AM - 2 PM

Lighthouse Food Pantry

4780 Duanesburg Rd., Princetown, NY 12056

Telephone: (518) 355-2277

Open Wednesday-Friday 4 PM - 6 PM.

Please call ahead. Also open by appointment.

Our Lady of Fatima Food Pantry

1735 Alexander Rd., Delanson, NY 12053

Telephone: (518) 895-1003

Open by appointment only.

Salvation Army – Schenectady Breakfast Program

222 Lafayette St., Schenectady, NY 12305

Telephone: (518) 346-0222

Open Monday-Friday 7:30 AM - 8:30 AM

Salvation Army – Schenectady Soup Kitchen

222 Lafayette St., Schenectady, NY 12305

Telephone: (518) 346-0222

Open Monday-Friday 12 PM – 1 PM

Salvation Army – Schenectady Food Pantry

222 Lafayette St., Schenectady, NY 12305

Telephone: (518) 346-0222

Open Tuesday-Thursday 9:30 AM - 11:30 AM

Scotia Glenville Food Pantry

132 Mohawk Ave., Scotia, NY 12302

Telephone: (518) 588-8214

Open Tuesday 5:30 PM – 7 PM and Friday 9 AM – 11 AM

Shenendehowa Helping H&S Food Pantry

Jonesville Methodist Church,

963 Main St., Clifton Park, NY 12065

Telephone: (518) 877-7380

Open Wed. 3 PM - 6 PM and Friday 8:30 AM - 11 AM

SICM (Schenectady Inner City Ministry) Food Pantry

839 Albany St., Schenectady, NY 12307

Telephone: (518) 346-4445

Open Monday, Wednesday, Thursday & Friday 9 AM - 11:30 AM

State Street Food Pantry

State Street Presbyterian Church,

5 Catherine St., Schenectady, NY 12307

Telephone: (518) 374-2684

Open Monday-Wednesday 1 PM - 3:30 PM

St. Luke's Food Pantry

1243 State St., Schenectady, NY 12304

Telephone: (518) 347-1385

Open by appointment only Tuesday-Thursday.

Please call early for an appointment.

The Bridge Food Pantry

735 Crane St., Schenectady, NY 12303

Telephone: (518) 374-4693

Open 3rd Tuesday 4 PM - 6 PM and Saturday 12 PM - 2 PM of the month

Trinity Baptist Church Food Pantry

Trinity Baptist Church,

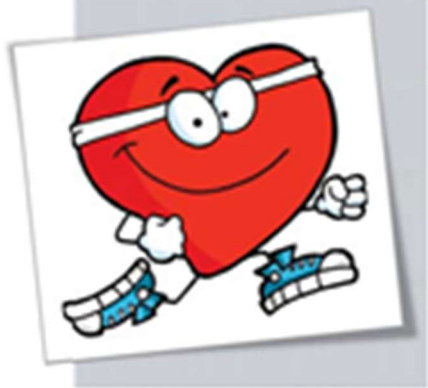
2635 Balltown Rd., Schenectady, NY 12309

Telephone: (518) 393-2506

Open 1st and 3rd Thursday of the month 6:30 PM – 7:30 PM

Health

6



"The groundwork of all happiness is health."

-Leigh Hunt

Access Transit Services, Inc.

110 Watervliet Avenue, Albany, NY 12206

Telephone: (518) 437-5161 Fax: (518) 453-8833

Website: www.cdta.org/access-transit-services-faqs

ACCESS Transit Services, Inc. (ACCESS) is a subsidiary and service of the Capital District Transportation Authority (CDTA) Access currently arranges senior transportation for Albany County residents to their non-emergency medical appointments, pharmacy, grocery shopping, congregate meal sites, and adult day programs, as well as for JARC clients. Hours are Monday- Friday 8AM-5PM.

Albany County Cancer Services Program

Telephone: (518) 525-5947

Website:

www.health.ny.gov/diseases/cancer/services/community_resources

Provides breast, cervical, and colorectal cancer screenings and diagnostic services at no cost to women and men who do not have health insurance, or whose health insurance cost share may prevent them from obtaining services. Must meet income eligibility requirements.

Alliance for Positive Health (AIDS Council of Northeastern New York)

927 Broadway, Albany, NY 12207

Telephone: (518) 434-4686

Website: www.allianceforpositivehealth.org

Provides assistance, advocacy and transportation services for people living with HIV and AIDS, along with their families and loved ones. AIDS Council services cover the following regions: Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington Counties.

American Cancer Society

1 Penny Lane, Latham, NY 12110

Telephone: (518) 220-6901

Website: www.cancer.org

The American Cancer Society has free programs and services to help people with cancer and their loved ones understand cancer, manage their lives through treatment and recovery, and find the emotional support they need.

Asthma Coalition of the Capital Region

920 Lark Drive, Albany, NY 12207

Telephone: (518) 465-4771 Website: www.wmyhealth.org

The Coalition provides asthma resources, education and self-management tools. It is managed by lead agency Whitney Young Health Center and coordinated by Healthy Capital District Initiative.

Birthright

12 Jay Street, #1, Schenectady, 12305

Telephone: (518) 370-1532 HOTLINE: 1-800-550-4900

A free and confidential pregnancy crisis center. Offers pregnancy tests, support for pregnant females, and provides maternity and baby clothes. Also assists in finding homes and apartments and provides temporary shelter for pregnant women. Offers legal, financial, and educational aid.

Bridges to Health (B2H)

Call Heather Krug, Program Director, at 518-426-2806, or Rich Neaton, Health Care Integrator Coordinator, at 518-431-1690 Website: <http://www.parsonscenter.org/program/bridges-to-health-b2h/>

Medicaid Waiver Program designed to supplement NYS Medicaid state plan services to populations of foster care youth, their families and caregivers. Foster care children and youth may have medical/physical, emotional and/or developmental challenges. Available services include: Case Management/Health Care Integration; Skill Building; Family Caregiver Supports; Day Habilitation; Pre-vocational Services; Supported Employment; Planned Respite; Community Advocacy and Support; Crisis Avoidance, Management and Training; Immediate Crisis Response, In-home Support, and

Crisis Respite; Accessibility Modification; and, Adaptive and Assistive Equipment

Capital City Rescue Mission

259 South Pearl St., Albany, NY 12202 Telephone: (518) 462-0459

Website: www.capitalcityrescuemission.com

Provides meals, emergency shelter, and medical clinic Tuesday and Friday 8:45am to 3pm and Thursday 5-6:00pm. Also provides clothing and addiction recovery services.

Capital District African American Coalition on AIDS

388 Clinton Avenue, Albany, NY 12206

Telephone: (518) 427-2957 Fax: (518) 427-0642

Offers referrals and information to persons living with AIDS and their caregivers.

Capital District Center for Independence

1716 Central Avenue, Albany, NY 12205

Telephone: (518) 459-6422 Fax: (518) 459-7847

Website: www.cdciweb.com (also on Facebook)

Promotes independent living for people with disabilities through advocacy and self-help instruction, education outreach and training.

Catholic Charities Care Coordination Services

100 Slingerland Street, Albany, NY 12202

Telephone: (518) 449-3581 Fax: (518) 426-3662

Website: www.cccarecoordination.org

Provides support and services to meet the needs of those living with or at risk for HIV/AIDS and other chronic medical conditions regardless of orientation, lifestyle or belief.

Developmental Disabilities Program Family Support Services (FSS) and Medicaid Service Coordination (MSC) seek to support families who have an adult or child with developmental disabilities. The program offers comprehensive outreach, case management, hourly Respite Services and family activities for individuals who meet the

Office of People with Developmental Disabilities (OPWDD) criteria for eligibility.

Clinical Trials Matching Service

Telephone: 1-800-303-5691, or go to cancer.org and search "Clinical Trials Matching Service" Helps patients, their families, and health care workers find cancer clinical trials most appropriate to a patient's medical and personal situation. Through a partnership with the Coalition of Cancer Cooperative Groups, the service can help patients find research studies that are testing new drugs or methods to prevent, detect, or treat cancer.

College Parkside Pharmacy

Capital South Campus Center
20 Warren Street
Albany, NY 12202

Telephone: (518) 694-8522

Supporting the Albany community with: Pharmacy, Medication Therapy Management, Disease Prevention, Wellness Counseling, Screenings

Concepts of Independence

845 Central Ave. (South 3), Albany, NY 12206

Telephone: (518) 459-6422 Website: www.coicny.org

Administers Consumer Directed Personal Assistance Services program, enabling severely disabled and chronically ill individuals to hire, train and supervise the Personal Assistant home care worker of their choice.

Community Health Worker Program

Albany County Department of Health 175 Green Street,
Albany, NY 12202

Telephone: (518) 447-4600/ (518) 447-4580

An outreach and home visiting program of the Albany County Department of Health. Case management services are offered to pregnant women, infants and children who are in need of prenatal care and/or primary and preventative health care. Application required. Call for information.

County Health Departments

- **Albany County**

Albany County Department of Health 175 Green Street,
Albany, NY 12202

Telephone: (518) 447-4640

TB testing and care (small charge or Medicaid coverage)
& STD/HIV testing (free)

- **Rensselaer County**

1600 7th Avenue, Troy, NY 12180

Telephone: (518) 270-2655

TB testing (small charge) & STD testing (free)

- **Schenectady County**

107 Nott Terrace, Schaffer Heights, Schenectady, NY
12308 Telephone: (518) 386-2810

TB testing (small charge or Medicaid coverage) &
STD/HIV testing (free)

Damien Center

728 Madison Ave Suite 100, Albany, NY 12208

Telephone: (518) 449-7119

Website: www.albanydamiencenter.org

The Albany Damien Center is a unique resource in our Northeastern New York Community for people living with and at risk for HIV/STI/hepatitis. The Center provides programs in a comfortable and supportive HIV+ peer-led environment using a health and wellness education model. A client-centered approach addresses the physical, psychological, and environmental impacts on an individual's overall health. The Damien Center offers a drop-in center providing help to caregivers and persons with HIV/AIDS.

Schenectady Inner City Ministry

1055 Wendell Avenue, Schenectady, NY 12308

Telephone: (518) 374-2683 Fax: (518) 382-1871

Website: www.sicm.us

The Schenectady Damien Center is a resource center designed to improve health, reduce stress and increase the quality of life in a supportive atmosphere for individuals and families living

with and affected by HIV/AIDS. Provides programs and services, free-of-charge, in a welcoming and culturally diverse environment. Drop-in living room hours are Tuesdays & Fridays from 11 AM to 4 PM.

New York State Dept. of Labor Disability Resource Coordinator

Website:

www.labor.ny.gov/workforcenypartners/dpn_dei.shtm

Provides assistance for persons with disabilities in the form of referrals to medical and mental health agencies. Offers job placement and assistance.

- **Albany County**

175 Central Ave, Albany, NY 12206

Telephone: (518) 242-8248

Albanydrc@capreg.org

- **Schenectady County**

797 Broadway, Schenectady, NY 12305

Telephone: (518) 344-2722

- **Rensselaer County**

1600 7th Ave, 4th Floor, Troy, NY 12180

Telephone: (518) 270-2611

Eddy Visiting Nurse Association

433 River St. #3000 Troy, NY 12180

Telephone: (518) 274-6200 or (518) 270-1317

Website: www.nehealth.com/home_care

Offers a range of in-home health care professionals including nurses, physical, occupational and speech therapists, home health aides and personal care aides.

Elderly Pharmaceutical Insurance (E.P.I.C.)

Telephone: (800) 332-3742

Website: www.health.ny.gov/health_care/epic/

Helps income-eligible seniors aged 65 and older to supplement their out-of-pocket Medicare Part D drug plan costs. Must be enrolled or eligible to be enrolled in a Medical Part D drug plan.

Equinox

500 Central Avenue, Albany, NY 12206

Telephone: (518) 435-9931 Fax: (518) 434-4502

Website: www.equinoxinc.org

Offers affordable, confidential counseling services related to drug abuse, such as relapse prevention, anger management, sexual abuse, relationships, sexuality, cultural and ethnic issues, job retention, stress management, domestic violence, and Adult Children of Alcoholics. Also offers housing resources.

Family and Child Service of Schenectady

246 Union Street, Schenectady, NY 12305

Telephone: (518) 393-1369 Fax: (518) 393-3601

Website: www.familyandchildservice.com

A confidential setting where individuals and family can meet to resolve difficult problems. Provides counseling, issues including marital or couple relationships, parent/child relationships, anger management, stress and anxiety, depression, and domestic violence. Fees are determined by gross income, family size and insurance coverage.

GuildCare Adult Day Center

2 Clara Barton Dr. Suite 118, Albany, NY 12208

Telephone: (518) 396-3626 Website: www.lighthouseguild.org

Adult day health care programs including nursing, therapy, and vision services. Lighthouse Guild provides a full spectrum of integrated vision and healthcare services helping people who are blind or visually impaired, including those with multiple disabilities or chronic medical conditions lead productive, dignified and fulfilling lives.

Healthy Capital District Initiative

175 Central Avenue, Albany, NY 12206

(518) 462-7040

Website: www.hcdiny.org

Health insurance assistance, physician directories, tools for staying healthy, help to identify support services.

Hometown Health Center

1044 State St., Schenectady, NY 12307-1508

Telephone: (518) 370-1441 Fax: (518) 346-3526

Website: www.hometownhealthcenters.org

A family practice providing comprehensive medical, dental and social work services to the medically indigent population of the city and county of Schenectady.

Jim Perry Residence

28 Delaware Terrace, Albany, NY 12209

Telephone: (518) 427-2463 Fax: (518) 463-5397

Residential programs in Albany and Waterford for persons with HIV.

Living Resources

300 Washington Ave. Extension, Albany, NY 12203

Telephone: (518) 218-0000 (Main) Fax: (518) 862-2175

Website: www.livingresources.org Services include:

Brain Injury Services: (518) 218-0000, x 5389

tdelmarter@livingresources.org

- **Certified Home Health Agency:** (518) 867-8800, ext. 4379
- **Clinical Services:** (518)-218-0000, ext. 5384
jhallenbeck@livingresources.org
- **Community Habilitation:** (518) 218-0000, ext. 5354
cmason@livingresources.org

Day Services:

- Albany County: (518) 218-0000 ext. 2333
dnoonan@livingresources.org
- Rensselaer County & Albany North: (518) 218-0000
ext. 6301 lrarick@livingresources.org
- Schenectady County: (518) 218-0000 ext. 3324
nmangiardi@livingresources.org

- **Deaf & Interpretation Services:** (518) 218-0000,
ext. 5395 aMacGloin@livingresources.org
- **Licensed Home Care Agency:** (518) 867-8777,
ext. 4390 edelbrocco@livingresources.org
- **Residential Services:** (518) 218-0000, ext. 4312
sklein@livingresources.org

- **Service Coordination:** (518)-218-0000, ext. 4303
JMazzuca@livingresources.org

Medicaid Albany County

162 Washington Ave. Albany, NY 12210

Call for appointment: (518) 447-4989

Medicaid Rensselaer County

547 River Street, Troy, New York 12180 Telephone: (518) 266-7970

Medicaid Schenectady County

Social Services Main Office

797 Broadway, Schenectady, New York 12305.

Phone: (518) 388-4470

File in person or mail by mail

Applications online: <http://www.health.ny.gov/forms/doh-4220all.pdf>

NYS Office of Health Insurance Programs

Website: www.health.ny.gov/health_care/

National Suicide Prevention Lifeline

Telephone: 1(800) 273-8255

Website: www.suicidepreventionlifeline.org

A national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

New York State-wide Spanish AIDS Hotline (SIDA)

SIDA Hotline: 1-800-233-7432

The AIDS Hotline is an initiative serving the Latino community in the state of New York funded by the DOH/AIDS Institute.

The NYS AIDS Hotline is currently the only New York statewide HIV/AIDS Spanish language hotline providing support and primary care related services throughout the state. The Hotline specialist operators are trained to connect the callers to services, testing screenings, provide risk reduction education, and help guide those testing positive into care and prevention services.

Planned Parenthood

Website: www.plannedparenthood.org

Provides sexual health services for men and women on a sliding scale based on income. Medical services include STD testing, gynecological services, and AIDS/HIV testing and counseling.

- **Albany:**

855 Central Ave, Albany, NY 12206

Telephone: (518) 434-5678

- **Schenectady:**

1040 State St., Schenectady NY 12307-1508

Telephone: (518) 374-5353

Planned Parenthood Continued

- **Troy:**

200 Broadway, Suite 201, 2nd Floor, Troy, NY 12180

Telephone: (518) 434-5678

Poverello Center

315 Sheridan Ave., Albany, NY Telephone: (518) 426-9428

Website: www.tinyurl.com/Poverello-Center

Health clinic for adults with no insurance. Open Wednesday evening beginning at 5:00 p.m. The limited number of patients that can be seen are served in the order that they arrive.

Pride Center of the Capital District

332 Hudson Avenue, Albany, NY 12210

Telephone: (518) 462-6138 Fax: (518) 462-2101

Website: www.capitalpridecenter.org

Promoting the well-being of all gay, lesbian, bisexual, transgender and queer identified people and those affected by discrimination based on gender identity and expression. Services include:

- **Center Youth (for teens):** Albany LGBTQ Youth Peer Support Group, Schenectady LGBTQ Youth Peer Support Group, and Advocacy Opportunities for Youth, Healthy Social Opportunities, and Center Youth Action Team.

- **Center Support:** The Access Pride Project: Resources and Referrals, Rainbow Drop-in Café (Open: 6-9p.m. Sat-Wed & 9-10p.m. Thu & Fri), Peer Support Groups, Center Counseling Services, Capital Region LGBT Mental Health and Substance Abuse Network and Recovery Groups hosted at the Center: Overeaters Anonymous and Sex and Love Addicts Anonymous

Schenectady Public Health Services – STD Clinic

107 Nott Terrace, Schenectady, NY 12308

Telephone: (518) 386-2810

Website: www.schenectadycounty.com/node/59

Offers free HIV testing (donations appreciated). The well child program offers immunization and vaccinations based on a sliding fee scale with proof of income. STD/HIV Program: STD clinical services are provided every Tuesday from 5-7pm at Hometown Health Center located at 1044 State Street, Schenectady, New York 12307. No appointments are necessary.

Roarke Center

107 4th Street, Troy, NY 12180

Telephone: (518)273-8351 Fax: (518) 270-0579

Website: www.roarkecenter.wordpress.com

Available medical services for the uninsured in conjunction with Seton Health. Every Wednesday from 6:30-8:30pm.

St. Peter’s Hospital

315 South Manning Blvd., Albany, NY 12208

Telephone: (518) 525-1550

Website: www.sphcs.org

Medical and surgical services, emergency care

Whitney M. Young, Jr. Health Center

920 Lark Dr., Albany, NY 12207

Telephone: (518) 465-4771 Website: www.wmyhealth.org

Provides access to consistent quality healthcare without regard to income, Monday-Friday 7:30 A.M- 6 P.M.

Care Management

Alliance for Positive Health

Telephone: (518) 434-4686

Care Management- Chronic Diseases

Services: Assistance with finding medical care including a primary care doctor and specialty care; Scheduling and keeping medical appointments; Accompany you to medical appointments and help talk to the doctor; Coordinate referrals for services such as mental health, substance abuse, legal assistance, and domestic violence; Help manage medications; Support and advocate for needs with other providers Coordinate benefits and entitlements (SSI, DSS, Food Stamps, Medicaid, Medicare)

Community Health Worker Program (Albany County)

Telephone: (518) 447-4684

Provides in-home health education and assists families in getting basic needs for healthy living-medical care, food, clothing, and shelter. Please call for additional information.

Special Programs for Women, Infants and Children: (518) 447-4615

Substance Abuse Treatment

7



"Keeping a resolution is harder than simply saying you will do it."

-Unknown

Addiction Care Center of Albany

90 McCarty Avenue, Albany, NY 12202

Telephone: (518) 465-5470 Fax: (518) 427-0854

E-Mail: judibee@nycap.rr.com Website: www.theacca.net

Provides crisis center with detox services, community residences program with supervised housing for individuals in early stages of recovery, and an outpatient clinic for individual or group treatment services. Sliding scale fee is available based on income for individuals seeking services.

list of meetings in area for recovering alcoholics.

Alcoholics Anonymous of the Greater Capital District

11 Computer Drive West, Suite 100 Albany, NY 12205

Telephone: (518) 463-0906 Website: www.aaalbanyny.org

Provide support system for those individuals recovering in the community; list of meetings in area for recovering alcoholics.

Alcoholism and Substance Abuse Council of Schenectady County, Inc.

302 State Street, Schenectady, NY 12305

Telephone: (518) 346-4436 Fax: (518) 346-3522

Website: www.newchoicesrecovery.org

Alcoholism and Substance Abuse services including: outpatient clinic, intensive module, community residences, information and referral.

Bette Center (A division of Hope House Inc.)

261 N. Pearl Street, Albany NY 12207

Telephone: (518) 465-2441

Website: www.hopehouseinc.org/our-programs

Long-term intensive treatment program for both men and women.

Bridge Center of Schenectady Inc.

600 Franklin Street, Schenectady, NY 12305

Telephone: (518) 346-1277 Fax: (518) 346-1152

Website: www.bridgerehabcenters.com

Residential treatment program for those suffering from drug-related problems. Designed to help each resident establish appropriate living skills as an alternative to abuse and dependence on drugs.

Carver Community Counseling Services

846 State Street, Schenectady, NY 12307

Telephone: (518) 382-7838 Fax: (518) 382-1641

Website: www.carvercommunitycenter.org

Provides outpatient treatment services for substance abusers and their families through orientation, addiction education and recovery maintenance. Program also sponsors “El Puente,” a bilingual speaking facility that provides necessary drug and alcohol services to the Hispanic population in the area. Fee for services may be paid by Medicaid or on a sliding scale.

The Addictions Care Center Outpatient Clinic

90 McCarty Avenue, Albany, NY 12202

Telephone: (518) 434-2367 Fax: (518) 434-2372

Website: www.theacca.net

Mailing address: 90 McCarty Avenue Albany, NY 12202
CDCC provides around-the-clock medically monitored withdrawal services and extended care beds for those completing detoxification services in a non-hospital setting with trained medical staff 24 hours per day, seven days a week. Serves all, regardless of ability to pay.

Gamblers Anonymous

650 Warren Street, Albany, NY 12208

Albany Hotline Number: (518) 292-0414

Website: www.gamblersanonymous.org

GAMBLERS ANONYMOUS is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from a gambling problem.

Hope House, Inc.

573 Livingston Ave, Albany NY 12206

To get Help: (518) 427-5998 Fax: (518) 482-0873

To give Help: (518) 482-4673 Website:
www.hopehouseinc.org

Provides a wide array of inpatient and outpatient substance abuse and mental health services for adults and youth. Fees are based on a sliding scale dependent on income.

- **Intensive Case Management-** Links a client with an individual case manager who is assigned to help the client negotiate everyday living, so they are better able to focus on treatment.
- **Shelter Plus Care-** Provides assistance to eligible clients with living arrangements including finding suitable and safe housing. The State provides necessary security deposits and provides some financial support until clients are able to get on their feet.

The Hubbard Center (A division of Hope House Inc.)

573 Livingston Avenue, Albany NY 12206

Telephone: (518) 452-0001 (boys)

Telephone: (518) 486-8965 (coed)

Website: www.hopehouseinc.org/our-programs

A highly structured, residential environment providing long-term intensive individual, group and family therapy to chemically dependent adolescents between the ages of 12 and 21.

Hudson-Mohawk Recovery Center

Troy Location: 1724 Fifth Avenue, Troy, NY 12180

Telephone: (518) 272-3918 Fax: (518) 272-6391

East Greenbush Location: 743 Columbia Turnpike, East Greenbush, NY 12061 Telephone: (518) 477-7535 Fax: (518)

477-7555 Website: www.hmrecovery.net

Provides outpatient rehabilitative services for alcohol abusers, chemically dependent persons, and family members of substance abusers. Service fees are based on sliding scale or Medicaid coverage. No one is denied services based upon inability to pay. Grant money available for reimbursement of childcare fees while attending treatment services, including full time day care if client is participating in the day treatment program

Outpatient Services

Comprehensive evaluations for individuals & family members seeking services for a substance abuse problem. Evaluations also provided for individuals referred by a Court, Drinking Driving Program or DMV or other service providers.

Individual Counseling: Offered on a weekly or biweekly basis as an adjunct to group counseling or as a primary mode of treatment.

Group Counseling: A variety of groups are offered on a weekly basis focusing on the various stages of abuse/dependency and recovery.

Family Counseling: Services for couples and family members provided by Master Level clinicians.

Crisis Walk in Services: Counselors are available to handle emergency walk in or crisis calls.

Day Treatment: The Day Treatment program is a 5x/week; 5 hours/day program with a referral for after-care services is available at the Troy clinic. The program has a vocational counselor on site to assist clients with resume writing, job hunting and referrals for continuing education and/or vocational training.

Adolescent Services: Individual and group services available 1-2 times/week dependent upon clinical need. Motivational Enhancement and Cognitive Behavioral Therapy evidence-based models of treatment. Adolescent Services Include: Comprehensive evaluation; Individual and group services using an evidence based 12 session curricula; Motivational Enhancement; Psychiatric assessment for those experiencing co-occurring mental health problems.

- **Family Services Include:** Parent/guardian involvement with the adolescent's evaluation and treatment; Assessment of the substance use and mental health status of parents/guardians and other family members as appropriate; Assessment of family functioning based on seven universal clinical parameters, Parenting Group
-

Residential Services:

Hudson-Mohawk Recovery Services - Supportive Living for Men

559-565 Sixth Avenue Troy, NY 12182

Phone: (518) 237-9891

Chemical Dependence Supportive Housing, designed to promote independent living, for individuals who require a long-term supportive environment or are in need of a transitional living environment. Sobriety and completion of prior treatment required.

- **Services Include:** Guidance in financial management; Weekly in-house support groups; Weekly case management; and Vocational / employment assistance

Elizabeth's House for Women

105-108 Ninth Street in Troy, NY

Phone: (518) 272-0206 FAX: (518) 272-0208

Elizabeth's House is a community residence for women age 18 and older who are seeking recovery from alcohol and other drugs.

HMRC offers services that are tailored specifically for individuals and families. Taking care of the "whole person" is the foundation of our philosophy. This holistic approach addresses the medical, familial, social, housing, vocational/educational and legal needs of each individual.

Specialized Services

- **PAT Program:** Probation Alcohol Treatment program for multiple DWI offenders who are on Probation in Rensselaer County. This program is done jointly with the Rensselaer County Probation Department. Available in the Troy and East Greenbush clinics.
- **Evening Intensive Program:** 3x/week, 3 hours/night program followed by an aftercare group. For individuals who are employed or in school but need intensive treatment to maintain abstinence. Available at the Troy clinic.

- **Adolescent Program:** The Center offers education/identification groups and discussion groups (1-2 x/week) for adolescents. Weekly individual/family sessions and a parenting group are also offered. Available the Troy, East Greenbush and Hoosick Falls sites.
- **Women's Group:** Gender specific services for women seeking sobriety, group and individual sessions offer an opportunity to address issues which trigger substance use. Available at the Troy and East Greenbush clinics.
- **Vocational Services:** Staff on site from Northeast Career Planning to assist with the assessment and development of vocational skills, referrals to educational programs, vocational training and job placement.

Gambling Treatment and Recovery Services

Hudson Mohawk Recovery Center offers Problem Gambling Treatment and Recovery Services to assist individuals who are affected by problem gambling including family members and/or significant others. Contact the East Greenbush office at 518-477-7535 for more information.

Services include: Screening; Evaluation; Individual and Group Counseling; Educational Services on Problem and Pathological Gambling; Relapse Prevention Services; Family Services; and Referrals for Financial Counseling. These services may be provided as alone or in conjunction with substance abuse services.

Educational Programs

Project Save Drinking Driving Program: The Drinking Driver Program (DDP) is held in conjunction with the NYS Department of Motor Vehicles. It is a 7-week educational program for individuals convicted of drinking and driving or driving under the influence of other drugs. Enrollment into the program is done at the Driver Improvement Bureau of the NYS Motor Vehicle Department in Albany. There is a \$225 fee for the Drinking Driving Program established by NYS DMV. Participants are required to pay the fee, attend all classes and follow through with any referrals made in order to successfully complete the Drinking Driving Program.

Batterers' Intervention Program: This is a 52 week, educational program for male perpetrators of domestic violence. The program curriculum is based on an individual accepting responsibility for his behavior and to be accountable in learning alternatives to coercive and controlling tactics and other abusive behaviors. This is not an anger management program. All individuals are required to pay a program fee which is based on income.

24 Hour Narcotics Assistance Hotline

1-844-287-0813

Narcotics Anonymous

Website: www.na.org

New York State Office of Alcoholism and Substance Abuse Services

1450 Western Avenue, Albany, NY 12203-3526

Telephone: 518-473-3460 Website: www.oasas.ny.gov

Find a Treatment Provider: www.oasas.ny.gov/accesshelp

The New York State Office of Alcohol and Substance Abuse Services (OASAS) oversees one of the nation's largest addiction services systems with nearly 1,600 prevention, treatment and recovery programs. OASAS chemical dependence treatment programs assist about 100,000 people a day and approximately 240,000 individuals every year.

- **OASAS:** Provides accessible, cost-effective quality services; Strengthens communities, schools and families through prevention; Improves lives through treatment; Meets individual needs through specialized services; and Provides hope for happier, productive lives

NYS HOPELINE/NYCPG

100 Great Oaks Blvd. Suite 104 Albany, NY 12203

Telephone: 518-867-4084

24 Hour Hotline 1-877-846-7369 Website:

www.nyproblemgambling.org

The NYS HOPE line is a telephone support and referral line that is available 24 hours a day, seven days a week. Trained masters level clinicians are available to answer your questions and help find you problem gambling treatment and/ or self-help in your area. All calls are confidential.

Outpatient Clinic (A division of Hope House Inc.)

747 Madison Avenue, Albany NY 12208

Telephone: (518) 427-8207

Website: www.hopehouseinc.org/our-programs

Comprehensive evaluation, referral and treatment services for persons with substance abuse issues.

Pearl Street Counseling

109 State Street, Albany, NY 12207

Telephone: (518) 462-4320 Website:

www.pearlcounseling.org

Provides an outpatient substance abuse treatment center on a sliding scale based on income. Offers group, individual, and family treatment.

Pride Center of the Capital District

332 Hudson Avenue, Albany, NY 12210

Telephone: (518) 462-6138 Fax: (518) 462-2101

Website: www.capitalpridecenter.org

Promoting the well-being of all gay, lesbian, bisexual, transgender and queer identified people and those affected by discrimination based on gender identity and expression. Services include:

- Center Youth (for teens): Albany LGBTQ Youth Peer Support Group, Schenectady LGBTQ Youth Peer Support Group, Advocacy Opportunities for Youth, Healthy Social Opportunities, Center Youth Action Team.
- Center Support: The Access Pride Project: Resources and Referrals, Rainbow Drop-in Café (Open: 6-9 p.m. Sat-Wed & 9-10p.m. Thu & Fri), Peer Support Groups,

Center Counseling Services, Capital Region LGBT Mental Health and Substance Abuse Network and Recovery Groups hosted at the Center: Overeaters Anonymous and Sex and Love Addicts Anonymous, Alcoholics Anonymous - All Genders, Overeaters Anonymous, Alcoholics Anonymous - Men Only, Sex and Love Addicts Anonymous and Narcotics Anonymous

Senior Hope Counseling Inc.

650 Warren St. Albany, NY 12208

Telephone: (518) 489-7777 Fax: (518) 489-7771

Website: www.seniorhope.org

Senior Hope is a non-profit organization, licensed by New York State Office of Alcoholism and Substance Abuse Services for persons 50 and older. Senior Hope is a non-profit organization, licensed by New York State Office of Alcoholism and Substance Abuse Services for persons 50 and older. Clinic Hours: Monday – Friday, 9 a.m. - 5 p.m., Call for an appointment/leave a message: (518) 489-7777. Services: Evaluation & Assessment, Case management & referral, Individual & Family Counseling, Specialized group sessions, Weekly AA meetings.

Salvation Army Adult Rehabilitation Center

452 Clinton Avenue, Albany, NY 12206

Telephone: (518) 465-2416 Fax: (518) 465-4459

Website: www.salvationarmyusa.org/usn/adult-rehabilitation

A residential substance abuse treatment program that incorporates a “work- therapy” program. If applicant has a parole or probation officer, the staff can forward progress reports. Program is free for the beneficiary, however if the applicant does have an income (i.e. SSI, unemployment, etc.) a percentage will be deducted on a sliding scale basis.

Treatment Alternatives for Street Crimes – TASC

251 River Street, Suite 302 Troy, NY 12180

Telephone: (518) 465-1455 Fax: (518) 465-1842

Website: www.tascofthecapitaldistrict.org

Serves primarily felony offenders and parole violators who are in need of alcohol and for drug rehabilitation. Operates the Drug Court in Rensselaer County and a small transitional residence at the same address. Screens for alcohol & substance abuse problems, prepares written treatment plans and ensures that clients with treatment conditions comply with court orders.

T.H.E. Program, Peter G. Young Housing, Industry and Treatment, Inc.

Eleanor Young Outpatient Clinic

134 Franklin Street, Albany, NY 12202

Telephone: (518) 465-8034 Fax: (518) 465-6632

Website: www.pyhit.com

Programs are designed to assist criminal justice clients affected by substance abuse. Multiple programs located throughout upstate New York provide treatment, housing, employment training and alternatives to incarceration.

Trinity Alliance-Homer Perkins Center

15 Trinity Pl, Albany, NY 12202

Telephone: (518) 436-1104 Fax: (518) 436-1156

A 6 to 12-month residential drug and alcohol abuse treatment facility serving an adult population. Program follows a 12-step model. Fee is based on a sliding scale depending on income.

Whitney M. Young, Jr. Health Center

Albany: 920 Lark Drive, Albany, NY 12207

Telephone: (518) 465-4771

Medical Records Dept. Fax: (518) 432-3632

Methadone Maintenance Telephone: (518) 463-3882

Fax: (518) 455-8806

Troy: 6 102nd Street, Troy, NY 12180

Telephone: (518) 833-6900 Fax: (518) 833-6919

Website: www.wmyhealth.org

Provides substance abuse rehabilitation, outpatient treatment, buprenorphine (opiate addiction) and a methadone maintenance program. Fee is sliding scale based on income. Day and evening programs offered. Spanish speaking available.

Women and Children's Program (A division of Hope House Inc.)

890 Madison Avenue, Albany NY 12208

Telephone: (518) 453-8351

Website: www.hopehouseinc.org/our-programs

Provides a confidential, safe, supportive, substance-free halfway house setting for women ages 18 and up.

Mental Health

8



"Self-care is not selfish."

-Eleanor Brown

Mental Health Resources:

Albany County Mobile Crisis Team

75 New Scotland Avenue, Albany, NY 12208

Telephone: (518) 549-6500 Fax: (518) 447-1858

Website: www.tinyurl.com/AlbanyDOH

Jointly sponsored by the Albany County Department of Mental Health and CDPC, serving persons in mental or emotional distress in Albany County. Sliding scale fees.

Capital Area Peer Services

354 Central Avenue, Albany, NY 12206

Telephone: (518) 427-5056 Fax: (518) 427-5059

Website: www.nycaps.org

Provides residential assistance, drop-in center & peer support for individuals who are mentally ill. Also provides a confidential peer-run support group and referral.

Capital District Psychiatric Center (CDPC)

75 New Scotland Ave., Albany, NY 12208

Telephone: (518) 447-9611

Website: www.omh.ny.gov/omhweb/facilities/cdpc/

Provides inpatient psychiatric treatment and rehabilitation, and outpatient treatment services for children, adolescents, and adults. CDPC also operates three adult community residences.

Clearview Center/Equinox 500 Central Avenue, Albany, NY 12206

Telephone: (518) 435-9931 Fax: (518) 435-9937

Website: www.equinoxinc.org/page/mental-health-services-25.html

Provides free or low-cost services to individuals with serious mental illness. Services include residential, clinical outpatient, rehabilitation, case management and family support.

Counseling Care and Services, Inc.

405 Vliet Blvd., Cohoes, NY 12047

Telephone: (518) 237-4263

Website: www.counselingcareandservices.org

Counseling for individuals, couples and families on issues related to emotional adjustment, anger management, stressed relationships. Services are provided on a sliding scale based on income.

New York State Dept. of Labor Disability Resource Coordinator

Website: www.labor.ny.gov/workforcenypartners/dpn_dei.shtm

Provides assistance for persons with disabilities in the form of referrals to medical and mental health agencies. Offers job placement and assistance.

- **Albany County**

175 Central Ave, Albany, NY 12206

Telephone: (518) 462-7600

- **Schenectady County**

797 Broadway, Schenectady, NY 12305

Telephone: (518) 344-2771

- **Rensselaer County**

Ned Pattison Building, 1600 7th Ave, 4th Floor,

Troy, NY 12180 Telephone: (518) 270-2611

Family & Children Service of Schenectady

246 Union Street, Schenectady, NY 12305

Telephone: (518) 393-1369 Fax: (518) 393-3601

Website: www.familyandchildservice.com

A confidential setting where individuals and families can meet to resolve difficult problems. Provides counseling on a wide range of issues including marital or couple relationships, parent/child relationships, anger management, stress and anxiety, depression, and domestic violence. Fees are determined by gross income, family size and insurance coverage

Koinonia Health Care

553 Clinton Avenue, Albany, NY 12206

Telephone: (518) 689- 0282 Fax: (518) 689-0283

Located at the Capital Region Prayer and Healing Center, their staff offers comprehensive primary and mental health care. The center incorporates conventional methods of healing and prayer.

Mental Health Empowerment Project, Inc.

3 Atrium Drive Suite 205, Albany, NY 12205

Telephone: (518) 434-1393 Website: www.mhepinc.org

MHEP is a non-profit organization organized to develop and strengthen self- help and mutual support/recovery activities throughout New York State and other States for recipients of mental health services.

National Suicide Prevention Lifeline

Telephone: 1(800) 273-8255

Website: www.suicidepreventionlifeline.org

A national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Rehabilitation Support Services (R.S.S.)

5172 Western Turnpike, Altamont, NY, 12209

Telephone: (518) 464-1511 Fax: (518) 464-9198

Website: www.rehab.org

Provides mental health services to adults with major mental disorders. Services include residential programs, medication, and continuing treatment.

Unity House of Troy, Inc.

2431 Sixth Avenue, Troy, NY 12180

Telephone: (518) 274-2607 Fax: (518) 271-9687

Website: www.unityhouseny.org

24-Hour Domestic Violence Hotline: (518) 272-2370 (accepts collect calls). Provides housing, case management, and counseling services for adults diagnosed with a mental illness, as well as crisis intervention, advocacy, skills teaching and support.

University at Albany Psychological Services Center

299 Washington Ave., Albany, NY 12206

Telephone: (518) 442-4900 Website: www.albany.edu/psc/

Provides psychological services to children, adolescents and adults. Services include psychotherapy, personal and career counseling, and cognitive behavior therapy. Available to people throughout the Capital Region. Fees are based on a low-cost sliding scale from \$10-\$45 per visit

Counseling 9



"One of the most valuable things we can do to heal one another is listen to each other's stories."

-Rebecca Falls

Alcoholics Anonymous of the Greater Capital District

11 Computer Drive West, Suite 100, Albany, NY 12205

Telephone: (518) 463-0906

Email: chair@aaalbany.org Website: aaalbany.org/

Provides support system for those individuals recovering in the community. The monthly meeting, held at 6:30 pm on the second Tuesday of the month at the Central Office, is open to anyone interested in becoming involved. The Office itself is open from 10:00AM to 6:00PM Monday through Friday and Saturday from noon to 4:00PM. The Office is closed on Sundays. Daytime volunteers answer the phone at the Office during two shifts (10:00AM to 2:00PM and 2:00PM to 6:00PM). At the end of the second shift and on Sundays, the phone is forwarded to a “Night Owl” who is responsible for answering calls until the next shift. This ensures that incoming phone calls are always answered by an AA member, 24 hours a day, and 7 days a week.

Capital Counseling

650 Warren St, Albany, NY 12208

Main Office: (518) 462-6531 Fax: (518) 462-0181

Crisis or Emergencies: 911 or 1-800-273-TALK (8255) Website:

www.capitalcounseling.org

Capital Counseling is one of the oldest continuously operating non-profit agencies in America. Founded in 1813, the organization has a long, varied and rich history of community service and social activism.

Center for Problem Gambling provides counseling and support services to individuals who need help with their gambling problem. Treatment is confidential and provided regardless of a person’s ability to pay. Our gambling counselors have significant experience working with problem gambling and include therapists who are Nationally Certified Gambling Counselors.

- Individual counseling
- Gambling recovery groups
- Couples and family counseling
- Support groups for significant others
- Outreach and education
- Gamblers Anonymous (GA) meetings

Community Care Outreach program from Capital Counseling provides screening and counseling services to low income individuals ages 19 and above who are unable to get coverage from state and federally funded programs such as Medicaid, and who are ineligible or cannot afford the cost of other health insurance.

- No referrals are required
- There is no cost and no co-pays
- Minimal enrollment requirements
- You must be a resident of the Greater Capital Region
- You must be over 19 years old
- You are not eligible for Medicaid or NY Family Health Plus
- You have no insurance through an employer or Healthy New York
- Your household income does not exceed the eligibility guidelines.

For qualifications, call (518) 462-6531 to schedule a consultation.

Circles of Mercy

11 Washington Street, Rensselaer, NY 12144

Telephone: (518) 462-0899 Fax: (518) 462-2892

Website: www.circlesofmercy.org

Programs provided: weekly support group, parenting classes, and computer training.

Equinox

102 Hackett Blvd, Albany, NY 12209

Telephone: (518) 434-6135

Website: www.equinoxinc.org

Offers affordable, confidential counseling services that specialize in a variety of issues related to drug abuse, such as relapse prevention, anger management, sexual abuse, relationships, sexuality, cultural and ethnic issues, job retention, stress management, domestic violence, and Adult Children of Alcoholics. Also offers housing resources.

Given the Chance

927 Broadway, Albany, NY 12207

Telephone: (518) 434-4686

Website: www.allianceforpositivehealth.org/programservices

Reentry support can help with job training, placement & education, staying alcohol and drug free, assistance for housing, family support, support with parole and ongoing support for up to 18 months following release. GTC will also provide transitional planning prior to release and follow-up during reintegration. Provides pre- and post-release mentorship individually and in small group settings. To qualify: your release date must be in less than 6 months and you are returning to Albany, Schenectady, Rensselaer, and Columbia County.

Mental Health Empowerment Project, Inc.

3 Atrium Drive Suite 205, Albany, NY 12205

Telephone: (518) 434-1393 Website: www.mhepinc.org

MHEP is a non-profit organization organized to develop and strengthen self-help and mutual support/recovery activities throughout New York State and other states for recipients of mental health services.

Mediation Matters

10 Russell Road 2nd Floor, Albany, NY 12206

Telephone: (518) 446-0356 Fax: (518) 446-0379

Website: www.mediationmatters.org/

Provides an alternative approach to court for solving disagreements. Both parties must agree to take part in mediation. Types of issues include family problems, landlord/tenant disputes, consumer/merchant disagreements, employer/employee conflicts, personal/real property issues, small claims, special education and school issues, and victim/offender mediation. Services include counseling and mediation, helps settle disputes.

New York Council on Problem Gambling

100 Great Oaks Blvd. Suite 126, Albany, NY 12203

Telephone: (518) 867-4084 Fax: (518) 867-4087

NYS HOPELINE: 1-877-8-HOPENY (461369)

Website: www.nyproblemgambling.org

Email: council@ny.problemgambling.org

Dedicated to increasing public awareness about problem and compulsive gambling and advocating for support services and treatment those affected.

Pride Center of the Capital District

332 Hudson Avenue, Albany, NY 12210

Telephone: (518) 462-6138 Fax: (518) 462-2101

Website: www.capitalpridecenter.org

Email: info@capitalpridecenter.org

Promoting the well-being of all gay, lesbian, bisexual, transgender and queer identified people and those affected by discrimination based on gender identity and expression. Services include:

- **Center Youth (for teens):** Albany LGBTQ Youth Peer Support Group, Schenectady LGBTQ Youth Peer Support Group, and Advocacy Opportunities for Youth, Healthy Social Opportunities, and Center Youth Action Team.
- **Center Support:** The Access Pride Project: Resources and Referrals, Rainbow Drop-in Café (Open: 6-9pm Sat-Wed & 9-10pm Thu & Fri), Peer Support Groups, Center Counseling Services, Capital Region LGBT Mental Health and Substance Abuse Network and Recovery

Prison Action Network

P.O. Box 6355 Albany, NY 12206

Telephone: (518) 253-7533

Web-blog: www.correctionalassociation.org

Educational and advocacy organization that educates people about conditions of incarceration and works to support legislation that will help.

Psychological Services Center

299 Washington Avenue, Albany, NY 12206

Telephone: (518) 442-4900 Website: www.albany.edu/psc

Offers low-cost sliding scale, mental health and career counseling and psychotherapy to all ages including individuals and couples' therapy; as well as learning disability, ADHD,

intelligence, neuropsychological, and personality assessment. Fees are assessed on a sliding scale from \$10-\$45, based on income.

ROOTS, Inc.

P.O. BOX 6568, Albany, NY 12206

Telephone: (518) 436-0562 or (518) 268-8029

Email: info@rootsinc.net Website: www.rootsinc.net

Re-entry Opportunities and Orientation Towards Success. An informal organization of successful, previously incarcerated individuals who provide information and support to people returning to the Capital District from prison. Provides re-entry orientation meetings and employment workshops.

Prison Families of New York, Inc.

40 N. Main Avenue, Ste. 4, Albany, NY 12203

Telephone (518) 453-6659 Fax: (518) 453-6792

Website: www.prisonministry.net/PFNY

Provides a free and confidential weekly support group for families, friends, and persons formerly convicted to assist with troubleshooting prison family problems. Sets up support groups in other areas of the state & provides linkages between agencies, churches, ministries, and other prison family advocacy organizations.

Mediation and Conflict Resolution Resources

Mediation is a voluntary, private, informal and confidential process that brings together disputing parties in order to define the issues and reach solutions. It is a free or low-cost alternative to litigation in which a trained, neutral third-party resolves disputes through a structured negotiation process. Mediation services are used for individual, group, family, neighborhood, landlord-tenant and business-related disputes.

Center for Community Justice

144 Barrett St., Schenectady, NY 12305

Telephone: (518) 346-1281 Fax: (518) 346-1311

Website: www.theccj.org

Provides programs that help people through a crisis in their lives,

including a Job Training program and access to programs that serve as a better alternative to incarceration in addition to providing services that help meet the needs of children in our community.

Community Dispute Settlement

Troy Area United Ministries, 392 2nd St., Troy, NY 12180

Telephone: (518) 274-5920 Fax: (518) 271-1909

Website: www.taum.org

Offers free or low-cost mediation services as a way of settling disputes or conflicts. Trained, neutral mediators assist individuals and groups in discussing issues and agreeing to mutually acceptable solutions. Limited to residents of Rensselaer County. Part of a statewide network of mediation centers funded in part by the New York State Unified Court System, and a program of Troy Area United Ministries (TAUM).

Mediation Matters

10 Russell Road 2nd Floor, Albany, NY 12206

Telephone: (518) 446-0356 Fax: (518) 446-0379

Website: www.mediationmatters.org

Provides an alternative approach to court for solving disagreements. Both parties must agree to take part in mediation. Types of issues include family problems, landlord/tenant disputes, consumer/merchant disagreements, employer/employee conflicts, personal/real property issues, small claims, special education and school issues, and victim/offender mediation.

Finding a Job

10



*"If opportunity doesn't knock, build a door."
-Milton Berle*

Employment Discrimination and Job Information

Employment Discrimination Law in General

There is no federal statute designed to specifically protect people with criminal convictions from employment discrimination. However, policies that specifically deny people jobs on the basis of arrests, without conviction, or policies that automatically bar those with a criminal record from employment, are illegal under federal civil rights laws. Since ethnic minorities are arrested and convicted at a greater rate than whites, courts have found that these policies have a racially discriminatory effect. Therefore, in some cases a refusal to hire on the basis of a criminal record may be illegal race discrimination under federal law.

New York State has two laws that protect persons with criminal records from discrimination by employers and occupational licensing agencies: Article 23- A of the Correction Law (§§750-755) and the Human Rights Law (Exec. L. §296(15), (16.))

Discrimination Based on Immigration

The Immigrant and Employee Rights Section (IER), enforces the anti-discrimination provision of the Immigration and Nationality Act (INA), 8 U.S.C. § 1324b.

This federal law prohibits: 1) citizenship status discrimination in hiring, firing, or recruitment or referral for a fee, 2) national origin discrimination in hiring, firing, or recruitment or referral for a fee, 3) unfair documentary practices during the employment eligibility verification, Form I-9 and E-Verify, and 4) retaliation or intimidation.

If you feel you have suffered one of these forms of discrimination, [click here](#) to file a charge or call our Worker Hotline: 1-800-255-7688.

Discrimination Based on Arrest

The New York State Human Rights Law prohibits public and private employers and occupational licensing agencies from denying (or otherwise discriminating against) any individual a job or license because of any arrest that did not result in conviction (Exec. L. §296(16.)). This law also makes it illegal for most employers and licensing agencies to ask applicants to disclose or discuss any arrest that did not lead to conviction. The law does not apply to police or “peace officer” jobs.

Additionally, the Human Rights Law makes it illegal for employers to inquire about an applicant’s disabilities, including his or her treatment for alcoholism or drug addiction.

Discrimination Based on Conviction

If you are applying for a job in a health care or childcare related field:

The Criminal History Background Check Law, as implemented by the Dept. Of Health (DOH), the Office of Mental Health (OMH) and the Office of Mental Retardation and Developmental Disabilities (OMRDD) (and as used in conjunction with Article 23-A of the Corrections Law) took effect in April of '05. Basically, this law allows DOH, OMH and OMRDD to screen applicants for certain enumerated felonies (mostly violent, but drug- related as well) committed within the past 10 years. These regulations only apply to applicants for jobs in the health care or childcare fields, for the purpose of “protecting” those in society who are “vulnerable” (patients in residential health care facilities, home care agencies, hospitals; kids in day care centers, etc.). The regulations for each of these three agencies differ slightly, but it is important to know that if you are rejected from a job based on a prior felony discovered through the criminal background check process, **YOU HAVE THE RIGHT TO APPEAL** (i.e., to seek reconsideration either formally or informally). An excellent document to have in this situation is a Certificate of Relief from Disabilities or a Certificate of Good Conduct. Additional information can be found at www.health.state.ny.us.

There is no federal statute designed to specifically protect people with criminal convictions from employment discrimination. However, policies that specifically deny people jobs on the basis of arrests, without conviction, or policies that automatically bar those with a criminal record from employment, are illegal under federal civil rights laws. Since ethnic minorities are arrested and convicted at a greater rate than whites, courts have found that these policies have a racially discriminatory effect. Therefore, in some cases a refusal to hire on the basis of a criminal record may be illegal race discrimination under federal law.

New York State has two laws that protect persons with criminal records from discrimination by employers and occupational licensing agencies: Article 23- A of the Correction Law (§§750-755) and the Human Rights Law (Exec. L. §296(15), (16.))

Information for all job applicants:

Although it is legal for employers and licensing agencies to ask individuals about past convictions for criminal offenses, Article 23-A of the Correction Law (§§750-755) protects people from being unfairly denied jobs or occupational licenses solely because of criminal convictions. This law, which applies to all New York State occupational licensing authorities, public employers (except for positions involving members of law enforcement agencies), and private employers of more than 10 employees, makes it illegal to deny any person a job or license because of his or her past conviction(s) unless that person’s conviction(s) are “directly related” to the job in question, or hiring or licensing that person would create an “unreasonable risk” to the safety of people or property.

The factors which must be considered in determining job-relatedness and risk to the public and to property include:

1. New York’s public policy to encourage the licensing and employment of persons previously convicted of one or more criminal offenses;

The specific duties and responsibilities necessary to the license or employment being applied for, and the bearing, if any, that a person’s criminal history will have on his or her fitness to

perform these duties and responsibilities;

2. The time which has elapsed since the person's criminal conduct, and the person's age at the time of its occurrence;
3. The seriousness of the individual's offense or offenses;
4. The legitimate interest of the employer or licensing agency in protecting property, specific persons, or the general public; and
5. Any evidence of rehabilitation that a person with a criminal history presents, including a Certificate of Relief from Disabilities or Certificate of Good Conduct.

Whether a particular conviction is "job-related" must be determined on a case-by-case basis. The meaning of "job-related" and standards for implementing the law are still being developed. However, New York law does offer persons with a criminal conviction(s) protection against arbitrary discrimination.

Illegal Pre-Employment Inquiries

The Federal Rehabilitation Act, the Americans with Disabilities Act (ADA) and the New York State Human Rights Law all limit the kinds of pre-employment inquiries an employer can make about an applicant's current or former disability (this includes pregnancy and parenthood). Employers may not ask job applicants about whether they have or had a disability or about the nature or severity of a disability, before a job offer is made. An employer may only ask questions about whether an applicant can perform the duties of the job prior to making an offer of employment.

The Rehabilitation Act's and the ADA's definition of a "disability" includes a history of alcohol or drug dependence and HIV/AIDS. Therefore, questions relating to these issues (ex.: "Are you infected with HIV?" or "Do you have a drug problem?") are illegal pre-employment inquiries covered under these federal laws.

Pre-employment medical examinations are also prohibited by

these federal laws. However, after making a job offer to an individual, an employer may make medical inquiries and/or require the individual to undergo a medical examination before beginning work; and the employer may condition the job offer on the satisfactory results of such medical examinations or inquiries. However, this information may not be used in a discriminatory manner by the employer.

The ADA explicitly provides that a drug test (such as a urinalysis) is not a medical examination. This means that employers may require job applicants to undergo pre-employment drug tests and may require employees to submit to drug tests without violating the ADA (although other laws may govern whether and when such testing by employers is permitted). However, if a drug test reveals information about an applicant's or employee's disability (for instance, a test may reveal an individual's participation in methadone treatment and, thus, his history of heroin addiction), it is illegal for the employer to use this information in a discriminatory manner. On the other hand, a test to detect alcohol use is considered a medical examination under the ADA.

Once the applicant has been accepted for employment, the employer may ask about disabilities. This information, however, must not be used in a discriminatory manner when making promotions or other employment decisions.

Incentives for Employers

Tax Credits Available for Hiring Those Previously Incarcerated

The Work Opportunity Tax Credit (WOTC) is a federal tax credit available to employers upon the hiring of individuals from target groups. One of these target groups is economically disadvantaged persons previously incarcerated who are hired within one year of their conviction date or release from prison.

It's Easy!

- Employers make the hiring decision
- There is no limit to the number of new hires who can qualify an employer for tax savings
- There is minimal paperwork needed to claim the tax credit

Amount of the Credit

The Work Opportunities Tax Credit for hiring target groups other than veterans is up to \$2,400 for each new hire. The credit is 25% of qualified first-year wages for those employed at least 120 hours but fewer than 400 hours and 40% for those employed 400 hours (180 days) or more. Qualified wages are capped at \$6,000. To qualify, the new hire has been convicted of a felony and has a hiring date no more than one year after conviction.

How to Apply for WOTC

Employers must apply for and receive certification that their new hire qualifies as an economically disadvantaged ex-felon. To apply for certification, employers must:

1. Complete page one of the IRS Form 8850, “Pre-Screening Notice and Certification Request for the Work Opportunity and Welfare-to-Work Tax Credits,” by the date of the job offer, and
2. Complete page two of the IRS Form 8850 after the individual is hired. The employer may also need to complete one of the following documents, as appropriate:
 - a. ETA Form 9061, “Individual Characteristics Form,” if the new hire has not been given a conditional certification, or
 - b. ETA Form 9062, “Conditional Certification Form,” if provided to the job seeker by a participating agency.
3. Employers mail these forms to:

Department of Labor
State Office Campus Building 12, Room 200 Albany, NY
12240 Telephone: (518)457-6823 or 1-800-HIRE992 Fax:
(518)485-1815

Federal Bonding Program

The U.S. Department of Labor Federal Bonding Program provides individual fidelity bonds for job applicants who cannot be bonded by an employer's private bonding company because of a record of arrest, conviction or imprisonment.

A fidelity bond insures employers against any loss resulting from an employee's dishonesty. Because many employers will not hire people who are not bondable, the Federal Bonding Program allows people with criminal records to be bonded at no cost to the employer.

For more information, contact:

- United States Department of Labor at 1-866-4-USA-DOL
- New York State Department of Labor at (888) 209-8124

What You Can Do to Prevent or Address Employment or Licensing Discrimination, If You Have a Conviction Record

Get a Copy of Your Rap Sheet

Make sure you get a copy of your criminal record (rap sheet). Your rap sheet contains information about arrests, arrest charges, convictions, sentences, and more. There are two reasons it's important to get a copy for yourself.

- You need to be able to present your conviction record accurately to prospective employers. If you have forgotten about a conviction or don't know the disposition of certain charges, a prospective employer may, once they obtain a copy of your records, reject you for misleading them, even when that was not your intention.
- Arrest and conviction records often contain errors and inaccurate information. It is possible that your rap sheet may contain duplicate entries, or erroneous and incomplete sentencing information. If this is the case, these errors need to be corrected as soon as possible.

Anyone in New York State can obtain their rap sheet by filing a formal "Request for Record Review" with the Division of

Criminal Justice Services (DCJS) in Albany, along with a complete set of fingerprints and a \$62.25 fee (the fee can be waived if you can prove financial hardship). You can get the “Request for Record Review” form by writing, calling, or emailing DCJS at:

**New York State Division of Criminal Justice Services
Records Review Unit
4 Tower Place
Albany, NY 12203
Telephone: (518) 485-7675
Email: RecordReview@dcjs.state.ny.us**

When you receive your rap sheet, a “Statement of Challenge” form will be included. This form can be used to ask DCJS to correct any mistakes or problems on the rap sheet.

Remove Statutory Bars with a Certificate of Rehabilitation

Under New York law, you can remove bars to employment and to eligibility for certain occupational licenses by obtaining a Certificate of Rehabilitation. There are two types of Certificates of Rehabilitation: The Certificate of Relief from Disabilities, and the Certificate of Good Conduct.

1. Certificate of Relief from Disabilities
2. If you have only one felony and/or any number of misdemeanors, you may apply for a Certificate of Relief from Disabilities. To apply, contact the original court of conviction or the New York State Department of Corrections and Community Supervision (DOCCS).

3. Certificate of Good Conduct

If you have more than one felony, you may apply for a Certificate of Good Conduct.

To apply, For Certificates of Relief from Disabilities, you should apply to the court that sentenced you unless:

1. You were sentenced to a New York State (DOCCS) correctional facility, or
2. You were convicted in a federal court or a court in another state and you are now a resident of New York State.

Certificates in these cases are issued by the New York State

Department of Corrections and Community Supervision (DOCCS).

For Certificates of Good Conduct, you must apply to the Department of Corrections and Community Supervision.

Once you have decided which certificate you are eligible for, you should apply to the appropriate agency/location.

If you are applying to the DOCCS, fill out and mail an application to DOCCS at

**STATE OF NEW YORK
DEPARTMENT OF CORRECTIONS AND COMMUNITY
SUPERVISION
ATTN: CERTIFICATE REVIEW UNIT
The Harriman State Campus – Building 2
1220 Washington Avenue
Albany, NY 12226-2050
(518) 485-8953**

You can request an application by contacting DOCCS or you can download it at http://www.doccs.ny.gov/pdf/DOCCS-CRD-Application_Instructions.pdf

If you are applying to the sentencing court, you can get contact information from a telephone directory or at www.nycourts.gov. Do not submit the DOCCS application form to the sentencing court. Courts use a different application form.

Making a Complaint Against or to an Employer

To file a complaint against an employer, contact the New York State Division of Human Rights or consult an attorney regarding the possibility of filing a lawsuit in state or federal court.

You can send a letter to the Employer requesting a Copy of your Background Check and the Reason for Denial of Employment. A sample letter is available at <http://tinyurl.com/employerletter>

Get Help with Problems of Discrimination Based on Arrest or Conviction

New York State Division of Human Rights

Agency Building 1, 2nd Floor

Empire State Plaza

Albany, NY 12220

Telephone: (518) 474-2705 or (518) 474-245707

Download Complaint form at:

<https://dhr.ny.gov/sites/default/files/pdf/complaint-form-fill-in.pdf>

Legal Action Center

225 Varick Street, New York, NY 10014

Telephone: (212)243-1313 Fax: (212) 675-0286

Website: www.lac.org

Email: lacinfo@lac.org

Sealing Your Conviction Records

New York's sealing law, CPL 160.59, allows people who have been convicted in no more than two cases (only one of which can be a felony case) to apply to seal certain conviction(s) from New York, if it has been at least 10 years since their sentencing or release from jail or prison. Only certain convictions are eligible for sealing, and there are other requirements as well.

You **may be** eligible if:

You have been crime-free for at least 10 years since your conviction and/or release, and

You have 2 convictions or less on your criminal record. This means no more than two misdemeanor convictions OR one

felony and one misdemeanor conviction.

The ten-year period starts from the date of conviction or release from prison, **whichever is later.**

You cannot have had any new criminal convictions or have a current criminal case pending.

Courts have the discretion to seal up to two convictions, only one of which may be a felony.

If you have more than 2 convictions, you may still be eligible if your convictions are related to the same one or two incidents. For example, if you were charged and convicted of multiple crimes during one incident, the court may decide to treat the multiple convictions as one conviction.

Convictions for the following crimes are not eligible to be sealed:

Sex offense defined in Penal Law Article 130

- Offense requiring registration as a sex offender
- Sexual performance by a child defined in Penal Law Article 263
- Class A felony
- Violent felony defined in Penal Law § 70.02
- Felony conspiracy to commit an ineligible offense
- Felony attempt to commit an ineligible offense

Having a sealed case means that a particular conviction, violation JD or youthful offender conviction will not appear on your rap sheet and employers will have no knowledge of it. However, the records of a sealed violation or youthful offender conviction are never completely erased. The Federal Bureau of Investigation (FBI) always has complete access to your criminal record. Your record may be sealed in New York; however, a federal agency may still be able to access your record. Be advised that there are some local agencies, such as the Public Housing Authorities (PHA), that have access to FBI records and therefore may be able to uncover your sealed record.

Arrests Resolved in the Individual's Favor

Cases that end in favor of the individual, such as an acquittal, dismissal, or decision to revoke charges, are automatically sealed under Criminal Procedure Law, Section 160.50. Arrests sealed under this law are fully sealed and are deleted from rap sheets sent to employers. Court records concerning the matter are not available to the public, and the court requires police fingerprints or photographs are destroyed or returned to the attorney who defended the particular case.

Arrests Ending in Conviction of a Violation

Criminal Procedure Law, Section 160.55, permits records resulting in a conviction for most violations to be sealed. Effective September of 1980, convictions for violations are supposed to be sealed automatically; however, in some situations, this does not happen. This is another important reason to have a copy of your rap sheet, and to correct inaccuracies.

It is important to note that these records are only **partially** sealed, meaning that although fingerprints are destroyed and the violation will **not** appear on your rap sheet, the court records are not sealed. Therefore, an employer has the potential to stumble upon this information if sorting through court records.

Accessing Sealed Records

Sealed records can be accessed by court order, when applying for a job in law enforcement, and when applying for a gun or pistol permit. In addition to the resources listed below, persons seeking employment should consult with their local public library. Many area libraries offer job banks and resume assistance.

Employment Resources

Access-VR

80 Wolf Road, Suite 200, 2nd Floor, Albany, NY 12205-2644
(Also located at) One Stop, 175 Central Ave, 1st Floor,
Albany, NY 12206 Telephone: (518) 473-8097

Website: www.acces.nysed.gov/vr

Provides vocational training to individuals with disabilities.
Note: People who have been previously incarcerated or have substance abuse issues qualify for these services.

Adecco Employment Services

1182 Troy Schenectady Rd, Latham, NY 12110
Telephone: (518) 862-0500 Fax: (518) 785-3634
Website: www.adeccousa.com

Services: Assessment. Temporary and temp-to-permanent job placement. Eligibility: Two forms of identification, job references and a resume. Some jobs are on bus lines. All fees are paid by the employer.

Access: Call for an assessment interview which takes about three hours

Albany Career Central

175 Central Avenue 3rd Fl. Front, Albany, NY 12206
Telephone: (518) 462-7600 Ex.116 Fax: (518) 462-2772
Website: www.capreg.org

Representatives are available with an appointment. Full range of jobseeker and employer services. There are also re-entry and veteran's reps, employment reps, phones, free internet and resume writing access computers on site. Hours of operation Monday to Friday, 8:30-5pm.

Albany Community Action Partnership (ACAP)

333 Sheridan Ave, Albany, NY 12206
Telephone: (518) 463-3175 Fax: (518) 463-8185
Website: www.albanycap.org

Includes the following programs: Career Links (listed separately), Dress for Success Albany, Career Pathways Program, Family and Community Development, Cohoes Food Pantry, Family Court Children's Center, HEAP (Home Energy Assistance Program), Weatherization Assistance Program, Early-Learning Center– Day Care, Universal Pre-K Program, Head Start Program, and VITA– Volunteer Income Tax Assistance.

Attentive Personnel

5 Computer Drive West, Albany, NY 12205 Telephone: (518) 438-6271 Fax: (518) 438-6297
Website: www.attentiveservices.com

Services: Assessment. Temporary and temp-to-permanent job placement. Eligibility: Two forms of identification, a resume, job references. Some jobs are on bus lines. Employers pay the fees.

Career Pathways (A Subdivision of Albany Community Action Partnership)

333 Sheridan Ave, Albany, NY 12206
Telephone: (518) 463-3175 Fax: (518) 463-8185
Website: www.albanycap.org

ACAP's Career Pathways is a free, income-qualifying program of integrated education, training programs, and support services that will assist you in securing entry level employment in the career field of your choice. Each designated Career Pathways are growing Capital Region industries and offer real opportunities for advancement as well as a quality workforce for Capital Region employers.

Catholic Charities

40 N. Main Ave, Albany NY 12203
Telephone: (518) 453-6650 Fax: (518) 453-6792
Website: www.ccrda.org

Services include employment counseling and referrals, EOC, ESL, GED and other educational program assistance, aid in obtaining public assistance, Medicaid, clothing, shelter and other social services and entitlement benefits, food pantry.

Center for Employment Opportunity – CEO

41 State Street Suite 408, Albany, NY 12207
Telephone: (518) 426-0390 Fax: 518) 427-5137
Website: www.ceoworks.org

CEO provides immediate, comprehensive effective employment services for men and women returning from incarceration. Office hours are from Monday to Friday, 9-5pm.

Fusco Personnel

4 Executive Park Dr. Suite B, Albany NY 12203
Telephone: (518) 869-6100 Fax: (518) 869-5357
Website: www.fuscopersonnel.net

Services: Assessments. Temporary and temp-to-permanent job placements in a variety of jobs tending more toward clerical. Benefits depending on length of employment.

Eligibility: Must have two forms of identification and a resume. Some jobs on bus lines. Employer will check job references. All fees paid by employers.

Living Resources

300 Washington Ave. Extension, Albany, NY 12203
Telephone: (518) 218-0000 Fax: (518) 862-2175
Website: www.livingresources.org
Serves individuals with disabilities.

Employment Services:

Phone: (518) 218-0000, ext. 5306
Email: terryb@LivingResources.org

Northeast Career Planning

28 Colvin Avenue, Albany, NY 12206
Telephone: (518) 438-3445 Fax: (518) 453-9096
Website: www.northeastcareer.org

Vocational evaluations, counseling, training, career planning and job placement services for individuals with disabilities or other barriers of employment.

Rensselaer County One Stop Employment Center

Ned Pattison Building 4th Floor, 1600 7th Avenue, Troy, New York 12180
Telephone: (518) 270-2860
Fax: (518) 270-2876
Website: www.capreg.org

Individual placement and job search assistance, individual resume preparation and letter writing assistance, access to job listings, computer, internet, telephone, fax and copier access.

Schenectady Community Action Program (SCAP)

913 Albany Street, Schenectady, NY 12307

Telephone: (518) 374-9181 Website: www.scapny.org

Provides job-readiness training to displaced employees, including those receiving social services, through classes offered at Schenectady Community College and a job placement counselor. In addition, the program provides advocacy and assistance with public benefits, Social Security, Medicaid, unemployment benefits, Snap, and other entitlements

Schenectady Job Training Agency (SJTA)

797 Broadway, Schenectady, NY 12305

Telephone: (518) 344-2735 Fax: (518) 344- 2815

Website: <https://labor.ny.gov/career-center-locator>

Provides employment and training services to low income residents and dislocated workers. Individual placement and job search assistance, individual resume preparation and letter writing assistance, access to job listings, computer, internet, telephone, fax and copier access.

SUNY College and Career Counseling Center at Schenectady

433 State St., Schenectady, NY 12305

Telephone: (518) 631-2257

Website: <http://sunysccc.edu/About-Us/SUNY-College-and-Career-Counseling-Center>

Prepares academically and economically disadvantaged residents in the Capital District ages 16 and over for further educational, training, and employment opportunities.

T.H.E. Center

200 Green Street, Albany, NY 12202

Telephone: (518) 810-0132

Website: www.albanyhousing.org/t-h-e-center

An employment and training resource for Albany Housing Authority and neighborhood residents. Partners with area employers to provide clients with real life work experiences through a mentoring program, and a training program that

mirrors real workplace environments, needs and skills. Trains residents to be prepared to enter customer service positions in insurance, banking, hotel and health care.

University at Albany Career Services Unit

299 Washington Ave., Albany, NY 12206

Telephone: (518) 442-4900 Fax: (518)442-4844

Website: www.albany.edu/psc/career_services.php

Provides a variety of services related to all aspects of career and life planning. These services are based on the needs of the client and may include individual counseling, group counseling, workshops, consultation, organizational development, and training.

Women's Employment & Resource Center

Albany: 175 Central Ave, 3rd Floor Albany, NY 12206

Troy: 120 Defreest Drive, Troy, NY 12180 Telephone: (518) 242-8249

Website: <http://www.cdwerc.org/>

Program assists women experiencing “economic separation” as a result of recent incarceration, divorce or separation. Services include employment referrals, job readiness training, and skills preparation.

Workforce Investment Act

Albany County (Career Central) Telephone: (518) 462-7600

Schenectady County Telephone: (518) 344-2735

Rensselaer County Telephone: (518) 270-2860

Under the auspices of the Workforce Investment Act, program provides “core services” at sites in different regional locations. The core services include job referrals, on-the-job training, education, and basic skills preparation.

Employment Resources on the Web:

- www.hirenetwork.org
- www.labor.ny.gov/home
- www.careerzone.ny.gov
- www.bls.gov/ooh

- www.indeed.com
- www.linkedin.com
- www.snagajob.com
- www.idealists.org

Employment Transportation Resources

Access Transit Services, Inc.

85 Watervliet Avenue, Albany, NY 12206

Telephone: (518) 437-5161

Website: www.cdta.org/access-transit-services-faqs#sthash.7089oEVc.dpuf

ACCESS arranges taxi rides to work and work-related services so that TANF-eligible citizens of Albany, Rensselaer, Saratoga, and Schenectady Counties may attain employment, get a better job or retain their current job. Interested customers should contact their County's Department of Social Services about the Job Program.

Job Banks and Resume Assistance Resources

Area libraries offer job banks and resume assistance

Albany County Public Library – Washington Ave Branch

161 Washington Avenue, Albany, NY 12210

Telephone: (518) 427-4300

Website: www.albanypubliclibrary.org

Rensselaer County Public Library

676 East Street, Rensselaer, NY 12144

Telephone: (518) 462-1193 Fax: (518) 462-2819

Website: www.rensselaerlibrary.org

Troy Public Library

100 Second Street, Troy, NY 12180

Telephone: (518) 274-7071

Website: www.thetroylibrary.org

Schenectady County Public Library – Central Branch

99 Clinton St., Schenectady, NY 12305-2047.

Telephone: (518) 388-4500 Fax: (518) 386-2241

Website: www.scpl.org

Education

11



*"Education is the most powerful weapon
which you can use to change the world."*

-Nelson Mandela

New York State has selected a new high school equivalency test called the Test Assessing Secondary Completion (TASC™) to replace the General Educational Development (GED®) as the primary pathway to a New York State High School Equivalency Diploma effective January 2, 2014.

The TASC™ is a secure, reliable and valid instrument that is used to verify that examinees have knowledge in core content areas equivalent to that of graduating high school seniors. For additional information visit the NYS Department of Education at www.access.nysed.gov/what-hsetasc-test.

The TASC includes five sections:

- Language Arts – Reading
- Language Arts – Writing
- Mathematics
- Science
- Social Studies

There are a variety of educational opportunities for continuing education in the Capital District.

- GED programs offer preparation for the High School Equivalency Exam.
- Vocational training programs prepare students for entry-level occupations in a number of different fields.
- Job Readiness programs help individuals improve skills such as preparing a resume, computer training and interviewing skills to become more employable.
- Adult Education Centers offer courses in practical skills at relatively low cost. Counselors assist individuals in selecting appropriate educational programs that best fit their goals and direct people to available funding sources; i.e.: scholarships, grants, and special loans.
- Adult Basic Education courses encompass reading, writing, and math beginning at a middle school grade reading level.
- Literacy programs assist adults in enhancing their reading skills.
- English as a Second Language (ESL) programs provide the opportunity to learn the English language.

If you are not sure which program(s) best fit your needs, please

contact the Center for Law and Justice at (518) 427-8361.

If childcare is a concern while you pursue educational or job training opportunities, contact the Capital District Child Care Council at (518) 426- 7181.

Financial Assistance for Higher Education

The US Department of Education has the following major financial assistance programs that can be accessed by contacting the financial aid office at any college or university:

- Federal Pell Grants
- Stafford Loans
- PLUS Loans
- Federal Supplemental Educational Grants
- Federal Work Study
- Federal Perkins Loans
- Federal Academic Achievement Grants
- Federal SMART Grant
- School-Specific scholarships

Financial Aid after Conviction for a Drug Offense

The law suspends financial aid eligibility for students convicted under federal or state law for the sale or possession of drugs if the offense occurred during a period of enrollment for which you were receiving federal student aid (grants, loans, and/or work-study).

If you have been convicted of the sale or possession of drugs during a period of enrollment for which you have received financial aid, you should contact FASFA (Free Application for Federal Student Aid) to find out if your financial aid eligibility has been affected, at 1-800-433-3243.

Regaining Eligibility

If you lose your eligibility, you can regain eligibility early by successfully completing an acceptable drug rehabilitation program. An acceptable drug rehabilitation program includes two unannounced drug tests and is either:

- Qualified to receive funds from the government, or a state-licensed insurance company.

-OR-

- Administered or recognized by a government agency or court, or a state-licensed hospital, health clinic, or medical doctor.

Even if you are ineligible for federal financial aid, you may still be eligible for non-federal aid from your state or college.

Education Resources

Capital District Educational Opportunity Center (EOC)

431 River Street, Troy, NY 12180

Telephone: (518) 273-1900 Fax: (518) 273-1919

Email: EOCinfo@hvcc.edu Website: www.hvcc.edu/eoc

Provides free courses for GED prep, college prep, and English as a second language. Offers tuition-free academic and work force development opportunities to economically disadvantaged and educationally under-prepared NY residents 16 years of age or older. Services include vocational programs, academic programs, counseling, and employment services. Eligibility for free education at EOC: 1) Resident of NYS for one year 2) 16 years of age (if officially excused from school) or older and 3) Evidence of educational and economic need

Centro Civico

230 Green Street.

Albany, NY 12202

Phone: (518) 465-1145 Fax (518) 465-1138

143-145 East Main Street.

Amsterdam, NY 12010

Phone: (518) 842-3762 Fax: (518) 842-9139

Web: www.centrocivico.org/home

Classes for non-English speakers, Translation and Interpretation services, Access to free safer sex tools, To LIFE Program, Immigration Consultations and more. Immigration preparation class that supports immigrants on their journey to becoming an American citizen. ESL Classes for non-English speakers (Albany only).

College Experience Program

300 Washington Ave Extension, Albany, NY 12203

Telephone: (518) 218-0000 ext. 4625

Email: cdergosits@livingresources.org

Website: www.thecollegeexperience.org

The College Experience offers young adults with intellectual disabilities the chance to take classes and make friends in a safe residential setting, and then transition to work and an independent life.

Cornell Cooperative Extension

24 Martin Road, Voorheesville, NY 12186

Telephone: (518) 765-3500

107 Nott Terrace, Room 301, Schenectady, NY 12308

Telephone: (518) 372-1622

61 State Street, Troy, NY 12180

Telephone: (518) 272-4210

Albany County Website: www.albany.cce.cornell.edu

Rensselaer County Website: www.ccerensselaer.org

Schenectady County Website: www.cceschenectady.org

Provides parenting education, nutrition education, employment skills and family literacy programs. Programs are free of charge if income eligible.

Employment and Training, Rensselaer County

County Office Building, 1600 7th Avenue, 4th Floor, Troy, NY

12180 Telephone: (518) 270-2860 Fax: (518) 270-2865

Website: www.rensco.com/employment.asp

Vocational and job skill training and related educational development for economically disadvantaged participants to secure and retain unsubsidized employment.

Literacy New York – Greater Capital Region

% Schenectady Public Library

99 Clinton Street, 2nd Floor Schenectady, NY 12305

Telephone: (518)-583-1232

Email: info@literacynycap.org

Website: www.literacynycap.org

Staffed by experienced professionals and hundreds of trained

and committed volunteer tutors, Literacy New York Greater Capital Region programs focus instruction to meet the goals of our adult learners. We work to keep abreast of new learning trends along with evolving literacy needs. Today, literacy instruction reaches beyond the traditional skills of learning to read and write in order to help adults meet the demands of our changing world. **Services include:** Tutoring; English Classes; TASC Test Prep; Conversation Classes; Citizenship Prep; and Faces & Stories of Literacy.

Literacy Volunteers

Literacy New York – Greater Capital Region Admin Office:
Schenectady Public Library, 99 Clinton Street, 2nd Floor
Schenectady, NY 12305 Telephone 518-583-1232

Email: info@literacynycap.org

Assists adults who read below the 7th grade level, and adults whose first language is not English. The goal is to improve reading, writing and conversation skills. Participants work one-on-one with a tutor to learn how to read, write, and learn English as a second language.

- Albany Program
 - Albany Public Library
61 Washington Avenue, 2nd Floor, Albany, NY
12210 Christina Darling, Program Coordinator (M-Th)
Telephone: 518-631-2926
Email: cdarling@literacynycap.org
- Schenectady Program
 - Schenectady Public Library
99 Clinton Street, 2nd Floor, Schenectady, NY 12305
518-452-3382 Email: mlange@literacynycap.org

Literacy Volunteers of Rensselaer County

71 1st St, Troy, NY 12180
Telephone: (518) 244-4650
Website: www.LVORC.org

- **One-to-One** and **Small Group Tutoring** help individuals learn to read, to write, and to speak English, and to improve their math skills. Tutoring is

free and confidential. Students and tutors work together for an average of 2 hours per week to meet students' goals.

- **Tutor Training Workshops** prepare new volunteers to tutor adults using an interactive, learner-centered, whole language approach.
- The **Workplace Literacy** program provides on-site instruction for English language learners working at local businesses.
- **English Literacy Civics** classes meet for 25 weeks from October through May for a total of 150 hours of instruction to English Language learners in Albany and Troy.
- **The Sewing and English Class** gives women a chance to learn valuable employment skills while practicing their English every Saturday at the former McManus Center on Herrick Street.
- **Citizenship Preparation** classes at the Rensselaer Public Library give students the information and skills they need to pass the Naturalization Test and interview.
- A **Financial Literacy** program is offered as part of the YWCA's "Ready to Work" trainings at the Troy YWCA. LVORC 's **Make the Most of Your Money** serves women participating in these trainings.
- **Everybody Wins!** gives elementary school children a chance to spend time reading with positive reading role models. Reading mentors from area businesses and the community meet weekly with elementary children in elementary schools in Troy and Albany.
- **Telephone Conversation Partners** helps English language learners practice English on the phone with a friendly volunteer for 30 minutes each week. Learners converse with volunteers on the telephone to strengthen their speaking and listening comprehension skills.
- **Tutoring at the Rensselaer County Jail** gives incarcerated men a chance to get reading and math help from volunteer tutors while enrolled in Questar III classes at the jail

Washington Irving Educational Center

422 Mumford Street, Schenectady, NY 12307

Telephone: (518) 370-8220 Fax: (518) 370-8225

Website: www.tinyurl.com/WI-Center

Provides services to adults for G.E.D. instruction, English as a second language, the EDGE (Education for Gainful Employment) Program, transitional counselors for those recently released from jail or prison, and computer classes including Windows 2000 and Microsoft Office.

Colleges

Excelsior College

7 Columbia Cir, Albany, NY 12203-5159

Telephone: (518) 464-8500 Fax: (518) 464-8777

Email: admissions@excelsior.edu

Website: <http://www.excelsior.edu>

Excelsior College provides educational opportunity to adult learners with an emphasis on those historically underrepresented in higher education. The College meets students where they are, academically and geographically, offering quality instruction and the assessment of learning.

Hudson Valley Community College (HVCC)

80 Vandenberg Ave, Troy, NY 12180

Telephone: (518) 629-4822 Fax: (518) 629-7522

Email: admissions@hvcc.edu Website: <http://www.hvcc.edu>

Hudson Valley Community College offers more than 80 degree and certificate programs through its four schools: Business; Engineering & Industrial Technologies; Health Sciences; and Liberal Arts and Sciences. 25 degree and certificates are offered in an online format.

High School Completion Program

Through Penn Foster, Mildred Elley is now offering a High School Completion Program. You can earn an accredited high school diploma on our campus, at your own pace and at no cost to you*, on your journey to enrolling in one of our career programs.

This program is for people who:

- Don't have a high school diploma
- Have had challenges completing the GED
- Are interested in enrolling in a career program at Mildred Elley
- Can dedicate a minimum of 12 hours on campus per week
- Are looking for a second chance at a better future

Mildred Elley, a career college

855 Central Avenue Albany, NY 12206

Admissions: (888) 290-3847

The mission of Mildred Elley is to provide quality career education and technical training to allow students of diverse educational, cultural and personal backgrounds to become successful in an ever-changing global economy. Mildred Elley strives to afford students quality placement opportunities and instill in all of our graduates a desire for lifelong education and learning.

Schenectady County Community College

78 Washington Ave, Schenectady, NY 12305

Telephone: (518) 381-1182 Fax: (518) 381-1477

Email: admissions@sunysccc.edu Website: <http://sunysccc.edu>

SUNY Schenectady County Community College offers high-quality academic programs, broad access for students, and responsiveness to the needs of the community.

State University of New York ATTAIN (Advanced Technology Training And Information Networking)

SUNY ATTAIN Lab @ Capital South Campus Center

20 Warren Street

Albany, NY 12202 Phone: (518) 694 - 4562

Web: <http://www.cssc.sunyattain.org/>

The SUNY ATTAIN center is a community based center offering an assortment of academic, occupational, and employability courses. These courses are geared to introduce, as well as supplement students with educational and vocational skills, through advanced technology training for a high-demanding technological world.

University at Albany SUNY - Uptown Campus

1400 Washington Ave, Albany, NY 12222

Telephone: (518) 442-3300

Email: ugadmissions@albany.edu Website: www.albany.edu

The University at Albany offers expansive opportunities of a major research university and an environment designed to foster success. Students choose from 120 undergraduate majors and minors and more than 125 graduate programs. Many of these programs are nationally ranked, among them criminal justice, information and technology management (Informatics), public administration, social welfare, public health and sociology.

Other Training and Educational Institutes

Glenmont Job Corp

PO Box 993, 822 River Road, Glenmont, NY 12077-0993

Telephone: (518) 767-9371 Fax: (518) 767-2106

Website: www.glenmont.jobcorps.gov

Job Corps is a no-cost education and career technical training program administered by the U.S. Department of Labor that helps young people **ages 16 through 24** improve the quality of their lives through career technical and academic training. To enroll at Glenmont Job Corps, please contact an admissions representative at the following phone number (800) 733-5627.

Benefits:

- Pay and Allowances
- Job Corps pays each student a living allowance twice a month while in the program. But just like a real job, taxes are deducted from this allowance.
- Housing & Meals
- Our center can house 175 male students and 135 female students in several dormitories. Each dormitory has bathroom and shower facilities, laundry facilities, TV rooms, lounges, and vending machines.

Additional graduate benefits include:

- A transition allowance of up to \$1000 to assist you with transportation and housing

- Job placement assistance for up to nine months
- Career counseling
- Relocation counseling services

Academics:

Glenmont Job Corps provides academic training, including basic reading and math. Courses in independent living, employability skills, and social skills are offered in order to help students transition into the workplace. We also have several academic programs to help our students achieve their full potential.

Also provides career technical training in several vocational trades.

Career Training

ACAP Career Services

333 Sheridan Avenue

Albany, NY 12206

Telephone: (518) 463-3175

Albany Community Action Partnership's Career Pathways is a free, income-qualifying program of integrated education, training programs, and support services that will assist you in securing entry level employment in the career field of your choice. Participants become immersed in their industry through six to eight weeks of training using a combination of classroom and hands-on experience in real work situations. After a certificate is achieved, Career Pathways staff will assist you with job searching in your industry. Services integrated with our career services programs include assistance with resume writing, answering interview questions, and dressing for a successful interview.

Orientation session held every **Monday** at **10 am** at ACAP's Outreach Center.

Capital District Educational Opportunity Center (EOC)

30 North Russell Road

Albany, NY 12206 Telephone: (518) 273-1900 x2300

431 River Street Troy, NY 12180 Telephone: (518) 273 1900

x2111 Website: <http://www.hvcc.edu/eoc>

State University of New York ATTAIN (Advanced Technology Training and Information Networking) center is a community-based center offering an assortment of academic, occupational, and employability courses. These courses are geared to introduce as well as supplement students with educational & vocational skills through advanced technology training for a high-demanding technological world. All courses are free! Computer classes, (MOS) Office and (MTA) IT Certifications, Academic, Technical, Employability and Life Skills training, Open lab with Internet access, Help with resumes, cover letters, and job applications.

Capital South Campus Center

20 Warren Street

Albany, NY 12202

Telephone: (518) 694-4510

Website: <http://www.trinityalliancealbany.org/csc/>

Services include: High School Equivalency Classes, Reduced Price classes from Hudson Valley Community College, ATTAIN classes, free workshops, and more. Drop-in are welcome anytime from Monday - Friday, 9:00am to 4:00pm.

Voting

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*"Our lives begin to end the day we
become silent about things that matter."
-Martin Luther King Jr.*

According to New York State Election Law §5-106, individuals in jail who have been convicted of a felony, those in prison, or on parole for a felony conviction cannot vote. Referred to as felony disenfranchisement, this means that some persons with criminal convictions are legally prohibited from voting; however, the majority of individuals can and should vote.

New York State Executive Order No. 181

New York State Executive Order 181 restores the right to Vote for New Yorkers on Parole. There is no need to apply. The Department of Corrections and Community Supervision (DOCCS) submits a list of all individuals currently under community supervision to the Governor's office, and will send a monthly list of individuals released to community supervision during the prior month.

The following list indicates individuals who are eligible to vote:

- US Citizen over the age of 18,

-AND-

- Those convicted of a misdemeanor;
- Those currently in jail awaiting grand jury action, trial or disposition of a case but not convicted of a felony;
- Those convicted of a felony who do not receive a sentence of imprisonment;
- Those convicted of a felony who did receive a sentence of imprisonment; but have completed their sentence.
- Those on parole who have received an Executive Pardon, "Certificate of Relief from Disabilities" or a "Certificate of Good Conduct"
- If you meet the above criteria, you may register and vote in an upcoming election.

In July 2010, New York passed the public safety bill (A.B. 9706) that includes a new initiative that requires correctional facilities to notify people of their right to vote upon release. To learn more visit <http://tinyurl.com/votingNYS>.

How to Restore Voting Rights

The right to vote is automatically restored when you complete

your maximum sentence or are discharged by the Board of Parole. While on Parole, if you have been issued a Certificate of Relief from Disabilities or a Certificate of Good Conduct, you may register to vote. To register to vote you must complete a voter registration form and deliver it to your local Board of Elections. Registration forms are available at many government agencies, on the Internet at www.elections.ny.gov/ or by calling 1-800-FOR-VOTE. You do not need to provide a Certificate of Relief from Disabilities or any other documentation about your criminal history in order to register to vote after you have completed your maximum sentence or been discharged from parole.

How to Register to Vote

You may obtain a voter registration form by writing to any Board of Elections and requesting the form. When you receive the form, complete it, and mail or deliver it to the Board of Elections in the county of your permanent address. If you are in jail or prison awaiting grand jury action or trial or confined after conviction for an offense other than a felony, you may register to vote in the county of your permanent address. List the jail or prison address as the place where you receive your mail temporarily.

Voter Registration Dates

You should contact your local Board of Elections office to find out the deadline for registration applications for eligibility to vote in a primary and general election.

How to Obtain an Absentee Ballot

Request an Absentee Ballot by sending a letter to the Board of Elections in the county where you are registered. The letter must be received by your county board no earlier than 30 days and no later than 7 days before an election. The letter must contain the following information:

- The address where you are registered
- An address where the ballot is to be sent
- The reason for the request;

-AND-

- The signature of the voter.

An Absentee Ballot application and your Absentee Ballot will

then be mailed to you. The application form must be completed and mailed with your ballot. Your ballot must be postmarked no later than the day before an election.

Alternatively, you may pick up an absentee ballot application from your county Board of Elections. If you cannot pick up your ballot or will not be able to receive it through the mail on time, you have the right to designate someone to pick it up for you as late as one day before the election. Only the person designated on your application may pick up and deliver your ballot.

How to Fill Out the Absentee Ballot Application

Fill in your name and permanent address where you are registered to vote. If you are detained in jail or prison awaiting grand jury action or trial or confined after conviction for an offense that was not a felony, check the box titled JAIL or PRISON in the section titled “The Reason I am Requesting an Absentee Application.” In addition, in the appropriate section, write the jail or prison address as the location where the ballot should be mailed.

Local Board of Elections:

Albany County Board of Elections

32 North Russell Road, Albany, NY 12206

Phone: (518) 487-5060

Schenectady County Board of Elections

388 Broadway, Suite E, Schenectady, NY 12305

Phone: (518) 377-2469

Rensselaer County Board of Elections

County Government Center 1600 Seventh Ave, Troy, NY 12180

Phone: (518) 270-2990

Veterans Benefits

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"The willingness of America's veterans to sacrifice for our country has earned them our lasting gratitude." -Jeff Miller

Individuals may be eligible for benefits appropriated by the Veteran's Administration if they were given an honorable discharge from military service. The benefits appropriated to veterans are not usually affected by a person's criminal history; however, each case is reviewed on an individual basis. **To find out more information about veteran's benefits, call: 1-800-827-1000.**

Minority Veterans Program

VA Benefits

Minority Veterans may be eligible for a wide variety of benefits available to all U.S. military Veterans. VA benefits include disability compensation, pension, education and training, health care, home loans, insurance, vocational rehabilitation and employment, and burial.

Eligibility for most VA benefits is based upon discharge from active military service under other than dishonorable conditions. Active military service means full-time service, other than active duty for training, as a member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or as a commissioned officer of the Public Health Service, Environmental Science Services Administration or National Oceanic and Atmospheric Administration, or its predecessor, the Coast and Geodetic Survey.

Disability Compensation

Disability compensation is a monthly tax-free benefit paid to Veterans who are at least 10% disabled because of injuries or diseases that occurred or were aggravated during active duty or active duty for training. VA also pays disability compensation for disabilities from injury, heart attack, or stroke that occurred during inactive duty training. The disability must not be a result of your own willful misconduct, or alcohol or drug abuse.

Veterans with a service-connected disability may also qualify for other benefits, including: Automobile Allowance, Clothing Allowance, Specially Adapted Housing (SAH) or Special Home Adaptation (SHA) Grant, Service-Disabled Veterans'

Insurance (SDVI) and Vocational Rehabilitation and Employment.

Pension

VA Pension provides tax-free monthly benefit to wartime Veterans with limited or no income who are:

Age 65 or older, OR permanently and totally disabled, OR

Patients in a nursing home receiving skilled nursing care, OR

Receiving Social Security Disability Insurance, OR Receiving Supplemental Security Income.

Eligibility requires least 90 days of active military service, including one day during a wartime period. If your active military service occurred after September 7, 1980, you must have served at least 24 months or the full period that you were called up.

Education

VA education benefits provide financial support for undergraduate and graduate degrees, vocational and technical training, licensing and certification tests, apprenticeships, and on-the-job training. You may be eligible for one or more of the following VA education benefit programs if you meet these requirements:

Post-9/11 GI Bill – at least 90 aggregate days of active service or were discharged with a service-connected disability after serving 30 continuous days, after September 10, 2001.

Montgomery GI Bill-Active Duty (MGIB-AD) – you meet the eligibility requirements for one of four MGIB-AD categories, which include factors such as the dates and length of your service. Generally, benefits are payable for 10 years following your release from active duty.

Montgomery GI Bill-Selected Reserve (MGIB-SR) – have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985 and meet training and attendance requirements. Generally, your eligibility for MGIB-SR benefits ends on the day you leave the Selected Reserve.

Reserve Educational Assistance Program (REAP) - reservists who were activated for at least 90 days after September 11, 2001, for a contingency operation, which

includes Iraq and Afghanistan operations.

Post-Vietnam Era Educational Assistance Program (VEAP) - certain Service members who elected to make contributions from their military pay to participate.

Health Care

VA Health Benefits include all the necessary inpatient hospital care and outpatient services to promote, preserve, or restore your health. VHA medical facilities provide a wide range of services including traditional hospital-based services such as surgery, critical care, mental health, orthopedics, pharmacy, radiology and physical therapy.

Home Loans

VA guaranteed loans are provided by private lenders, such as banks and mortgage companies, and not by VA directly. Through the VA Home Loan Guaranty Program, VA guarantees a portion of your loan against loss and helps lenders provide you with more favorable financing terms. VA offers the following home loan products and grants:

Purchase Loan can help you purchase a home at a competitive interest rate. Generally, you do not have to make a down payment or buy mortgage insurance to obtain a purchase loan.

Cash Out Refinance Loan allows you to cash out your home equity so you can pay other debt, pay for school tuition, or make home improvements

Interest Rate Reduction Refinance Loan (IRRRL), also called the Streamline Refinance Loan, can help you obtain a lower interest rate by refinancing your existing VA loan.

The Native American Direct Loan (NADL) Program helps eligible Native American Veterans finance the purchase, construction, or improvement of homes on Federal Trust Land, or to reduce the interest rate on a VA loan.

Adapted Housing Grants help Veterans with certain permanent and total service-connected physical disabilities purchase or construct an adapted home, or to modify an existing home to account for your disability.

Insurance

VA offers life insurance programs that provide financial

security and peace of mind for Service members, Veterans, and their families. VA provides the following life insurance options at relatively low monthly premiums, which vary by program:

Service members' Group Life Insurance (SGLI) is a low-cost group term life insurance program for Service members. Service members who are totally disabled at separation may extend coverage for up to two years.

Veterans' Group Life Insurance (VGLI) allows Veterans to convert their SGLI to a civilian program of lifetime renewable term coverage after separation from service.

Family Service members' Group Life Insurance (FSGLI) insures spouses and children of Service members with SGLI coverage. Spousal coverage may not exceed the Service member's coverage. Dependent children are automatically covered at no charge.

Service members' Group Life Insurance Traumatic Injury Protection (TSGLI) is an automatic feature of SGLI that provides payments to Service members who suffer severe losses, such as amputations, blindness, and paraplegia, due to traumatic injuries that occur in service.

Service-Disabled Veterans' Insurance (S-DVI) provides life insurance coverage to Veterans whom VA has granted service connection for a new disability within the last two years. Totally disabled Veterans are eligible for free coverage and have the opportunity to purchase additional insurance.

Veterans' Mortgage Life Insurance (VMLI) provides mortgage life insurance protection to severely disabled Service members and Veterans who received a Specially Adapted Housing (SAH) grant.

VA Vocational Rehabilitation & Employment

The VA provides a variety of employment and independent living services through the Vocational Rehabilitation and Employment (VR&E) program. VA may provide you with vocational counseling, job search assistance, and other education and training services. The VR&E Vet Success program provides a range of career services, including

comprehensive evaluation to determine your abilities, skills, and employment interests.

VA Career Counseling and Rehabilitation Planning for Employment

Employment services, such as job training, job-seeking skills, résumé development, and other work-readiness assistance.

Assistance in finding and keeping a job, including how to use special employer incentives and job accommodations. On-the-Job Training (OJT), apprenticeships, and non-paid work experiences.

VA Burial

The VA provides memorial services and allowances to help reimburse burial costs for a Veteran and/or his or her dependents. Burial benefits include burial at a national cemetery, an inscribed headstone, marker, or medallion, an allowance to partially reimburse the burial and funeral costs of a Veteran, a Presidential Memorial Certificate, and an American flag to drape over a Veteran's casket. Eligibility requires that the Veteran was serving on active duty, or his/her death was due to an injury or disease that developed during, or was aggravated during, active duty, active duty for training, or inactive duty for training.

Persons with criminal convictions may be eligible to serve in the armed forces. Generally, those convicted of minor, non-violent offenses will be eligible to serve. Individuals interested in the armed forces should contact their local recruitment office for more information.

Veterans Services Resources

Albany County Veterans Service Bureau

162 Washington Avenue, Albany, NY 12210

Phone: (518) 447-7710 Fax: (518) 447-7714

Website:<http://www.albanycounty.com/Government/Departments/VeteransServicesBureau.aspx>

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

Assists veterans and their dependents in filing claims, obtaining important documents, and determining eligibility for the benefits and services they have a legal right to.

Albany Stratton VA Medical Center

113 Holland Avenue, Albany, NY 12208

Telephone: (518) 626-5000 or (800) 223-4810

Website: <https://www.albany.va.gov>

A variety of health care services for veterans.

Albany Stratton VA- Veterans Justice Outreach

113 Holland Avenue, Albany, NY 12208

Telephone: (518) 626-5368

The aim of the Veterans Justice Outreach (VJO) program is to avoid the unnecessary criminalization of mental illness and extended incarceration among Veterans by ensuring that eligible, justice-involved Veterans have timely access to Veterans Health Administration (VHA) services, as clinically indicated. VJO specialists provide direct outreach, assessment and case management for justice-involved Veterans in local courts and jails and liaison with local justice system partners.

Albany Vet Center

17 Computer Drive West, Albany, NY 12205

Phone: 518-626-5130 Or 877-927-8387 Fax: 518-458-8613

Website: <https://www.va.gov>

For assistance after hours, weekends, and holidays call: 1-877-WAR-VETS (1-877-927-8387) Guide Veterans and their families through the major adjustments in lifestyle that often occur when Veterans return from combat. Services for a Veteran may include individual and group counseling in areas such as Post-Traumatic Stress Disorder (PTSD), alcohol and drug assessment, and suicide prevention referrals. All services are free of cost and are strictly confidential.

New York State Division of Veterans' Affairs

Telephone: (888) 838-7697 Website: <https://veterans.ny.gov>

Advocates on behalf of New York's Veterans and their families to ensure they receive benefits granted by law for service in the United States Armed Forces. The Division provides free benefits advising with professional help to resolve social, medical, and economic matters. Veterans Benefits Advisors assist the claimant — whether a Veteran, spouse, child, or parent — in completing applications,

obtaining necessary documentation, and filing claims for a broad spectrum of federal, State, local, and private Veterans' benefits.

Veterans Crisis Line

Telephone: (800) 273-8255, press 1

Confidential help to veterans and their families.

Veterans Miracle Center

10 Interstate Avenue, Albany, NY 12205

Telephone: (518) 486-8398 Email: Info@VMCAAlbany.org

Website: www.vmcAlbany.org

Hours: Monday – Friday 9 AM – 5 PM (By appointment only.)

Provides clothing, personal care and houseware items, ambulatory equipment and more to veterans and active duty military personnel and their families. Specialists are available in counseling for personal needs, jobs, housing or financing.

Veterans Services Project 300 Washington Ave Ext., Albany, NY 12203

Telephone: (518) 218-0000 Fax: (518) 862-2175

Email: info@lrvets.org Website: www.lrvets.org

Veterans Services Project, a dynamic agency-wide initiative designed to expand our broad range of community-based supports and services to the brave men and women who served in the armed forces. Services include: Specialized Traumatic Brain Injury Services; Professional Home Health Services; Home Health Aides and Companion Services; Employment Services; Outreach, Assessment, and Advocacy; and Community Involvement.

Senior Citizens

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"It's not the years in your life that count. It's the life in your years."

-Unknown

Senior Citizen Resources

Albany County Department for Aging

162 Washington Ave, Albany, NY 12210

Telephone: (518) 447-7198 Fax: (518) 447-7188

Website: www.albanycounty.com/aging/

Provides information, referral, advocacy and outreach for seniors.

Jewish Family Services

877 Madison Avenue, Albany, NY 12208

Telephone: (518) 482-8856 Email: nnorc@jfsneny.org

Website: <http://www.jfsneny.org/programsservices/senior-adult-services/>

Jewish Family Services provides a number of senior adult services, including family conferences, comprehensive assessments, care management, and supportive visits. Neighborhood Naturally Occurring Retirement Community (NNORC) helps people aged 60 and over age in place. NNORC staff coordinates services and community resources that help seniors maintain their quality of life and independence, access services, and remain connected to their neighborhoods.

Pride Center of the Capital District

332 Hudson Avenue, Albany, NY 12210

Telephone: (518) 462-6138 Fax: (518) 462-2101

Website: www.capitalpridecenter.org

Promoting the well-being of all gay, lesbian, bisexual, transgender and queer identified people and those affected by discrimination based on gender identity and expression. Services include:

- ***Vintage Pride (seniors):*** Social and Educational Events, Service Provider Services.

Schenectady County Office for the Aging, Schaffer Heights

107 Nott Terrace, Suite 305, Schenectady, NY 12308

Telephone: (518) 382-8481

Senior Hope Counseling Inc.

301 South Allen St. Albany, NY 12208

Telephone: (518) 489-7777 Fax: (518) 489-7771
Website: www.seniorhope.org/

Senior Hope is a non-profit organization, licensed by New York State Office of Alcoholism and Substance Abuse Services for persons 50 and older. Clinic Hours: Monday – Friday, 9 a.m. - 5 p.m., Call for an appointment/leave a message: (518) 489-7777. Services: Evaluation & Assessment, Case management & referral, Individual & Family Counseling, Specialized group sessions, Weekly AA meetings.

Unified Family Services for the Rensselaer County

County Office Building, 1600 7th Ave.

Troy, NY 12180

Telephone: (518) 270-2730

Website: <http://www.renso.com/departments/unified-family-services/>

Refugee & Immigrant Services



I urge you to celebrate the extraordinary courage and contributions of refugees past and present. –Kofi Annan

Website: <https://catholiccharitiesny.org/what-we-do/welcoming-integrating-immigrants-refugees>

Catholic Charities helps immigrants reunite legally with their families, obtain proper work authorization, learn English and civics, and prepare to pass citizenship exams. Catholic Charities also assists immigrants in avoiding exploitation by unscrupulous practitioners by providing correct information and realistic counsel about immigration status. Below you can learn more about our immigrations services in NY.

US Committee for Refugees and Immigrants

99 Pine St #101, Albany, NY 12207

By appointment: Monday- Thursday 9am-5pm

Drop-in Hours: Wednesday and Thursday 1-3pm

Telephone: (518) 459-1790

Website: <https://refugees.org/field-office/albany/>

In the neighborhoods across Albany, New York, we open doors for uprooted people, helping the world's most vulnerable rebuild their lives. We are part of a nationwide network that breaks through social, cultural, and economic barriers so previously interrupted lives can flourish. The first welcome begins with navigating American culture, laying solid foundations for a fresh start, and making essential community connections to successfully integrate into our community.

Prisoners' Legal Services - Immigration Unit, Albany

Telephone: (518) 694-8699

41 State Street suite #112, Albany, 12207

www.plsny.org/

Hours: Monday- Friday 8:30-5:00

Prisoners' Legal Services (PLS) provides representation to detained immigrants facing deportation hearings providing critical legal assistance to one of our most vulnerable populations. In one recent case, PLS represented an individual who was wrongly placed in removal proceedings. After presenting the case to an immigration judge, the judge terminated the removal proceeding. After being released, our client was able to reunite with his mother and sister. Without PLS' help, this person would have been wrongly deported to Jamaica, a country that he left over a decade ago.

The Legal Project

24 Aviation Road, Suite 101 Albany, NY 12205

Phone: (518) 435-1770

We can help you with answers to your immigration questions by providing free, confidential one on consultations with an immigration attorney.

Provides representation to qualified cases through a Staff Attorney, BIA Accredited Representative and the Capital Region Immigration Collaborative with other local immigration service providers.

- Provides referrals to private Immigration Attorneys to qualified clients.
- Staff can assist you complete certain forms at no cost, such as N400 Application for Naturalization, N600 Application for Certificate of Citizenship, Consideration for Deferred Action for Childhood Arrivals (DACA), etc.
- Staff speaks Spanish, Turkish, Arabic and French. We also work with local, in person interpretation services to provide for other languages.

Office for New Americans Opportunity Center

99 Pine Street, Suite 101 Albany, NY 12207

Phone: 518-459-1790

Offers free services for all immigrants including naturalization assistance and community workshops.

Legal Resources

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"Injustice anywhere is a threat to justice everywhere."

-Martin Luther King, Jr.

General Legal Resources

Albany Law Clinic and Justice Center (Albany Law School)

80 New Scotland Ave, 2000 Building,

Albany, NY 12208

Telephone: (518) 445-2328 Website: www.albanylaw.edu

Provides free legal services to eligible clients with legal issues pertaining to civil rights, disabilities, domestic violence, family violence, health, taxes and securities arbitration. Free legal advice and services to individuals who are HIV+ or have AIDS. Provides legal representation for clients in areas such as family law, Social Security Disability (SSD) benefits, wills, living wills, housing and employment discrimination, access to health care, privacy, and other legal matters.

Albany Law School Family Violence Litigation Clinic

Albany Law School of Union University

80 New Scotland Avenue, Albany, NY 12208

Telephone: (518) 445-2328

Website: <http://www.albanylaw.edu/centers/law-clinic-and-justice-center/our-clinics/in-house-clinics/family-violence-litigation-clinic>

The Albany Law School Family Violence Litigation Clinic provides legal assistance to victims of family or intimate partner violence. Cases range from family law to immigration. Intake must be done over the phone. Serving Albany, Rensselaer, and Saratoga and Schenectady counties.

Center for Community Justice

144 Barrett Street, Schenectady, NY 12305

Telephone: (518) 346-1281 Fax: (518) 346-1311

Website: www.theccj.org

Provides bail assistance for those at the Schenectady County Jail for amounts under \$2000. Also, provides mediation services in the areas of criminal, civil, and family disputes as well as supervising court ordered visits for non-custodial parents.

Center for Law and Justice

Physical Location: 220 Green Street, Albany, NY 12202
Mailing Address: Pine West Plaza #2, Washington Avenue
Ext., Albany, NY 12205
Phone: (518) 427-8361 Fax: (518) 427-8362
Email: cflj@verizon.net Website: www.cflj.org
Provides legal and criminal justice information and referrals.
Provides NO LEGAL REPRESENTATION in Court.

Citizens' Police Review Board

80 New Scotland Avenue
Albany, NY 12208-3494
Phone: 518-445-2311/(518) 445-2329 Fax: (518) 445-2303

The Board reviews complaints lodged against the Albany Police Department. The Government Law Center can offer further information on the Board's operation and complaint procedure.

Commission on Judicial Conduct, New York State

Corning Tower Suite 2301, Empire State Plaza,
Albany, NY 12223
Telephone: (518) 453-4600 Fax: (518) 486-1850
Website: www.cjc.ny.gov

Receives and reviews written complaints of misconduct against judges of the state unified court system, which includes state, county, municipal, town, and village courts. Types of complaints that may be investigated include improper demeanor, conflicts of interest, intoxication, bias, prejudice, favoritism, corruption, prohibited business or political activity, and serious financial and records mismanagement.

Committee on Open Government, New York State

1 Commerce Plaza, 99 Washington Ave, Suite 650,
Albany, NY 12231
Telephone: (518) 474-2518 Fax: (518) 474-1927
Website: www.dos.ny.gov

Administers the Freedom of Information Law, which governs the right to access of government records.

Committee on Professional Standards, New York State

286 Washington Avenue Extension, Albany, NY 12203

Telephone: (518) 285-8350 Fax: (518) 474-0389

Handles complaints against attorneys related to all aspects of their professional career, malpractice, and personal life if it interferes with their ability to practice law.

Department of Labor Public Information Office, New York State

Building 12, Room 586, State Campus,

Albany, NY 12240

Telephone: (518) 457-9000 or 1-888-4-NYSDOL

TTY/TDD: 1-800-662-1220 Fax: (518) 485-1126

Will connect a person who has legal questions concerning labor, such as wages, safety, or unemployment benefits, with the office within the Department of Labor equipped to answer the particular questions.

District Attorneys' Offices

There is an officer on duty daily during regular business hours who will answer legal questions concerning criminal law.

- **Albany County District Attorney's Office**

Albany County Judicial Ctr., 6 Lodge St., Albany, NY 12207

Telephone: (518) 487-5460

- **Rensselaer County District Attorney's Office**

80 Second Street, Troy NY 12180

Telephone: (518) 270-4040

- **Schenectady County District Attorney's Office**

County Courthouse, 612 State St., Schenectady, NY 12305

Telephone: (518) 388-4364

Empire Justice Center

119 Washington Ave., 3rd Floor, Albany, NY 12210

Telephone: (518) 462-6831 Fax: (518) 935-2852

Website: www.empirejustice.org

Provides referrals to local legal service programs. In some cases, may provide free legal representation to low-income residents on the following issues: Medicaid, Food Stamps, housing, immigration & Social Security.

Lawyers' Fund for Client Protection

119 Washington Avenue,
Albany, NY 12210

Telephone: (518) 434-1935 or (800)-442-FUND

Fax: (518) 434-5641

Website: www.nylawfund.org

Provides reimbursement to clients who have lost money or property due to a lawyer's dishonest conduct in the practice of law, such as the wrongful taking of client's money or other property. Typical losses covered include theft of money from estates, escrow funds in real property transactions, and settlements in personal injury actions.

Legal Aid Society of Northeastern New York

95 Central Avenue, Albany NY 12206

Telephone: (518) 462-6765 Website: www.lasnny.org

Provides free legal services and representation in the areas including, but not limited to: landlord-tenant, public assistance, Social Security disability, and family law. Serves Albany, Columbia, Greene, Rensselaer, and Schenectady counties.

*No Criminal law

The Legal Project, Capital District Women's Bar Association

24 Aviation Road, Suite 101,
Albany, NY 12205

Telephone: (518) 435-1770 Fax: (518) 435-1773

Website: www.legalproject.org

Sponsors free 30-minute consultations at different locations in the Capital District. The clinics cover all areas of civil law. The Legal Project also provides pro-bono or reduced rate assistance in the following areas:

- Domestic Violence- Legal representation in family court for survivors of domestic violence.
- Bankruptcy- Legal assistance for bankruptcy actions.
- Affordable Housing- Legal assistance for low and moderate-income home buyers.

Mental Hygiene Legal Services, Capital District Psychiatric Center 75 New Scotland Avenue, Unit B—Lower Level, Albany, NY 12208

Telephone: (518) 549-6000 Fax: (518) 549-6343

Protects and advocates for the rights of people admitted to all mental health, developmental disability, or alcoholism facilities, including residences. Offers free legal representation, advice, and assistance to all patients concerning their admission, transfer, care, and treatment.

New York Civil Liberties Union (Capital Region Chapter)

90 State Street, Albany, NY 12207

Telephone: (518) 436-8594 Fax: (518) 426-9341

Website: www.nyclu.org/capitalregion

Provides information and assistance on matters involving individual civil liberties. Will accept for direct litigation only test cases which involve precedent-setting civil liberties issues. Does not provide direct representation in criminal defense cases.

New York State Defenders Association

194 Washington Avenue, Suite 500, Albany, NY 12210

Telephone: (518) 465-3524 Fax : (518) 465-3249

Website: www.nysda.org

Provides research, consultation, and training to public defenders. Works to improve the quality of defense representation statewide. Provides legal information to individuals.

* No individual criminal defense representation.

Prisoners' Legal Services (PLS)

41 State St., Suite M112, Albany, NY 12207

Telephone: (518) 438-8046 Fax: (518) 438-6643

Website: www.plsny.org

Provides legal services to persons incarcerated in the New York state prison system who cannot afford legal representation. Does not handle criminal trials or direct criminal appeals. If entitled to assigned counsel, PLS will not assist in legal representation.

Public Defenders' Offices

Provide representation for all criminal matters. Applicants must qualify based on income and other conditional factors.

- **Albany County**

60 South Pearl Street, Fourth Floor, Albany, NY 12207

Telephone: (518) 447-7150

- Conflict Defender Telephone: (518) 447-5532

- **Rensselaer County**

County Courthouse, Troy, NY 12180 Telephone: (518) 270-4030

- Conflict Defender Telephone: (518) 270-2802

- **Schenectady County**

519 State Street, Schenectady, NY 12305

Telephone: (518) 386-2266

- Conflict Defender Telephone: (518) 388-4782

Public Utility Law Project

Website: www.pulp.tc

Telephone: (518) 281-5991 Outside 518 area code: 1-800-255-PULP (7857)

A “help center” program that provides direct assistance or advice to consumers concerning electric, gas and telephone utility issues. Explains the procedures regarding administrative complaint and informal hearing procedures for dealing with residential customer complaints.

Roarke Center

107 4th Street, Troy, NY 12180

Telephone: (518)273-8351 Fax: (518) 270-0579

Website: www.roarkecenter.wordpress.com

Provides case management for people who need help in accessing benefits and services and for women with legal issues or leaving incarceration.

Legal Immigration Services

Albany County Regional Immigration Assistance Center Region 3

112 State Street, Suite 720
Albany, New York 12207
Telephone: (518) 447-4890

Services: To assist, train, advise and support all attorneys assigned to provide mandated representation to noncitizen clients in family court and criminal court proceedings throughout the Capital District and Northern New York. Criminal charges, convictions, and/or plea agreements and sentencing dispositions. Appellate and post-conviction relief options, Family Court dispositions which include matters involving child support and family law offenses.

Albany Law School Immigration Law Clinic

80 New Scotland Ave.,
Albany, NY 12208
Telephone: 518-445-2328
Website: www.albanylaw.edu/cjc/clinics/immigration-law-clinic

Services: Under the direct supervision of an Albany Law School faculty member, law students are trained to provide direct representation to both detained and non-detained immigrants, including immigrant victims of domestic violence, intimate partner violence and sexual assault. The cases may include special immigrant juveniles, applications under the Violence Against Women Act, representation of victims of violent crime in U-Visa applications, adjustment applications, bond applications, and any other claim for immigration relief that may be available. Students will learn and practice essential lawyering skills and draft correspondence, pleadings, motions and forms central to the application for an immigration benefit.

Empire Justice Center

119 Washington Avenue
Albany, NY 12210
Telephone: (518) 462-6831 Fax: (518) 935-2852

The Albany Office has a program for the representation of immigrant victims of domestic violence and other crimes. This section of the website provides information and resources both about immigrants and their access to public services and benefits and about potential immigration remedies for those immigrants who are victims of domestic violence and other crimes.

The Legal Aid Society

95 Central Avenue

Albany, NY 12206

Website: <http://www.lasny.org> Email: info@lasny.org

Telephone: (518) 462-6765 Toll-free: 1-800-963-5604

Fax: (518) 427-8352

Services: Adjustment of Status, Consular Processing, Employment authorization, Family-based petitions, Naturalization/Citizenship, Removal hearings, T visas, U visas, Violence Against Women Act (VAWA) petitions.

The Legal Project Immigration Legal Network

24 Aviation Rd Suite 101

Albany, NY 12205

Telephone: (518)-435-1770

Services: Petition to bring family members to the United States
Petition to allow family members to stay in the United States
Petition for legal status for victims of domestic violence by a U.S. citizen or legal permanent resident: Petition for legal status for victims of certain other crimes; Apply for a green card, apply for asylum; Apply for Consideration for Deferred Action for Childhood Arrivals (DACA); Apply to travel outside of the United States; Apply for a work permit

Lawyer Referral and Information Services:

The following are programs that will refer individuals to local attorneys. Lawyers participating in the service have agreed to charge \$25 for the initial 1/2-hour consultation to discuss legal problems. Any fees beyond the initial consultation fee will be decided between you and the lawyer.

New York State Bar Association

1 Elk Street, Albany, NY 12207

Telephone: (518) 463-3200

Website: www.nysba.org/lawyerreferral

Provides a series of informational pamphlets on an individual's legal rights.

Albany County Bar Association

112 State St., Suite 1120, Albany, NY 12207

Telephone: (518) 445-7691 Website: www.albanycountybar.org

Pro bono (free) referrals are sometimes possible, if applicants qualify.

Rensselaer County Bar Association

297 River Street, Troy, NY 12180

Telephone: (518) 271-8555 Website: www.renscobar.org

Schenectady County Bar Association

P.O. Box 1728, Schenectady, NY 12307 Telephone: (518)

393-4115 Website: www.schenectadycountybar.org

Human Rights Resources

Division of Human Rights

New York State Empire State Plaza, Agency Building, 2nd Floor Mailing: P.O. BOX 2049 Albany, NY 12220

Telephone: (518) 474-2705 Fax: (518) 473-3422

Website: www.dhr.ny.gov/index.html

Administers the New York State human rights law which prohibits discrimination on the basis of race, creed, color, national origin, sex, disability, marital status, age, arrest record, and conviction in employment, housing, places of public accommodations, and credit. Accepts and helps to prepare and process complaints from individuals who believe that they have been discriminated against. Serves 16 northeastern New York counties including Albany, Rensselaer, and Schenectady.

Human Rights Commission, City of Albany

24 Eagle Street, Albany, NY 12207

Telephone: (518) 434-5284

Website: www.tinyurl.com/Albany-Human-Rights

Investigates discrimination complaints based on race, gender, religion, marital status, sexual orientation, or disability. Must make an appointment with an investigator.

Human Rights Commission, County of Schenectady

797 Broadway, Room 305, Schenectady, NY 12305

Telephone: (518) 377-2982 Fax: (518) 377-5374

Website: www.schenectadycounty.com/humanrights

Receives complaints of alleged discrimination on the basis of race, creed, national origin, sex, marital status, disability, or age. Serves as a fair housing office. Seeks to eliminate discrimination through community conferences and conciliation.

Community Resources

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*“The best way to find yourself is to be
yourself in the service of others.”*

-Mahatma Gandhi

Community Resources

A Village Inc.

3 Lincoln Square, Albany, NY 12202

Telephone: (518) 859-4305 Fax: (518) 729-5921

A grass roots group that is working to improve, enrich, and empower the lives of children and families in the Albany South End community and beyond, by reclaiming the neighborhoods and by encouraging, engaging, and empowering the communities. President: Willie J. White

Birth Right

12 Jay Street #1, Schenectady, 12305

Telephone: (518) 370-1532 HOTLINE: 1-800-550-4900

A free and confidential pregnancy crisis center. Offers pregnancy tests, support for pregnant females, and provides maternity and baby clothes. Also assists in finding homes and apartments and provides temporary shelter for pregnant women. Offers legal, financial, and educational aid.

Centro Civico

230 Green Street, Albany, NY 12202

Telephone: (518) 465-1145

Website: centrocivico.org/home

A dual-language not-for-profit that provides programs and services to individuals and families who are focused on building greater self-sufficiency. Services include adult literacy and language courses, health and education programs, employment services, affordable housing opportunities, small business development, and consumer advocacy for individuals with special needs.

Community Crisis Network/Schenectady Community Action Program

913 Albany Street, Schenectady, NY 12307

Telephone: (518) 374-9181

Provides immediate crisis intervention, comprehensive assessment, and help in accessing appropriate community resources for those in need due to homelessness, unemployment, or poverty. Hours are Monday - Friday 8:30am- 4:30pm, Wednesday until 6:30pm.

Schenectady Community Action Program (SCAP)

913 Albany Street, Schenectady, NY 12307

Telephone: (518) 374-9181

Provides job-readiness training to displaced employees, including those receiving social services, through classes offered at Schenectady Community College and a job placement counselor. In addition, the program provides advocacy and assistance with public benefits, Social Security, Medicaid, unemployment benefits, food stamps,

Schenectady Inner City Ministry Center (SICM)

1055 Wendell Avenue, Schenectady, NY 12308

Telephone: (518) 374-2683 Fax: (518) 382-1871

Programs include food assistance, security deposit loan fund program, employment training center, and appliance assistance. SICM is also home to the Damien Center, a drop-in center for individuals infected or affected by HIV/AIDS.

United Way 211

Telephone: dial 211 or 1-888-366-3211 (Toll Free)

Hours of Operation: Monday-Friday, 9-5p.m.

Website: www.211nyny.org (Northeast Region)

If you don't know where to turn, call 211! Call to receive help with: food, housing, child care, employment, senior care, substance abuse, mental health, financial problems, crisis counseling, legal matters, and volunteer opportunities. 70% of New Yorkers are covered by 211, just dial 211 and it if your county is a participant it will connect to the regional 211. The Northeast region contains Albany, Colombia, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington counties.

Unity House of Troy, Inc.

2431 Sixth Ave, Troy NY 12180

Telephone: (518) 274-2607 Fax: (518) 271-9687

Website: <http://www.unityhouseny.org/>

24-Hour Domestic Violence Hotline: (518) 272-2370 (accepts collect calls). Provides housing, case management, and counseling services for adults diagnosed with a mental illness, as well as crisis intervention, advocacy, skills teaching and support.

Re-entry Resources

Albany County Reentry Task Force

260 South Pearl Street, Albany, NY 12202 Telephone: (518) 447-4555

The mission of Task Force is to increase public safety and to reduce recidivism by developing a strong reentry system that emphasizes evidence-based principles and approaches to addressing the criminogenic needs of formerly incarcerated individuals.

Given the Chance

927 Broadway, Albany, NY 12207

Telephone: (518) 434-4686

Reentry support can help with job training, placement & education, staying alcohol and drug free, assistance for housing, family support, support with parole and ongoing support for up to 18 months following release. GTC will also provide transitional planning prior to release and follow-up during reintegration. To qualify: your release date must be in less than 6 months and you are returning to Albany, Schenectady, Rensselaer, and Columbia County.

P & P Rock Initiative

P.O. Box 1512, Troy, NY 12181 Telephone: (518) 253-6484

P & P Rock Initiative is a program sponsored by the Triumphant Development Corporation (TDC). The P & P Rock Initiative assists men and women in their transition from incarceration, probation, parole or drug rehabilitation as they move toward integrating back into the community.

T.H.E. Program, Peter G. Young Housing, Industry and Treatment, Inc.

134 Franklin Street, Albany, NY 12202

Telephone: (518) 465-8034 Fax: (518) 465-6632

Programs are designed to assist criminal justice clients affected by substance abuse. Multiple programs located throughout upstate New York provide treatment, housing, employment training and alternatives to incarceration.

Trinity Alliance.

15 Trinity Place, Albany, NY 12202

Telephone: (518) 449-5155

Website: www.trinityalliancealbany.org/contact-us/

Provide services to the community that support and promote healthy families, adults and children. Agency is dedicated to improving the neighborhood as a setting for family life, contributing to health and well-being, and promoting education and employment as a means of self-development.

Immigration Resources**USCRI Albany**

99 Pine St. Suite 101, Albany, NY 12207

Phone: 518-459-1790 Fax: 518-459-1876

Website: www.refugees.org/field-office/albany/

Email: info@uscra-albany.org

By appointment: Monday – Thursday 9 AM – 5 PM.

Drop-in hours: Wednesdays and Thursdays 1 – 3 PM

Areas of immigration assistance: Adjustment of Status, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, Naturalization/Citizenship, T visas, Temporary Protected Status (TPS), U visas; Help completing forms, Filings with USCIS, Employment services, ESL, Language services, Legal Orientation Programs (LOP) / Know Your Rights Presentations (KYR), Office Of Refugee Resettlement (ORR)-funded services for trafficking victims, Referrals to other services.

Catholic Charities of Albany

40 N. Main Ave. Albany, NY 12203

Website: <http://www.cccrca.org>

Email: catholic.charities@rcda.org

Phone: (518) 453-6650 Fax: (518) 453-6792

Areas of immigration assistance: Adjustment of Status, Consular Processing, Deferred Action for Childhood Arrivals (DACA), Employment authorization, Family-based petitions, Naturalization/Citizenship, Temporary Protected Status (TPS); Help completing forms, Filings with USCIS

Refugee and Immigrant Support Services of Emmaus (RISSE)

715 Morris Street

Albany, NY 12208

Tel: (518) 621 – 1041 Fax: (518) 487-4912

Email: info@risse-albany.org

Website: www.risse-albany.org

Adult Services: ESL Group instruction, September-June:

Mon-Fri 12:00 pm - 6:00 pm, July and August: Mon-Fri 10:00 am - 4:00 pm

Computer access for assisted job and housing search

Youth Services: ESL After-school Program (NYS licensed) and homework help for children ages 5-13 September-June: after school - 6:00 pm

ESL Summer School Program (NYS licensed) for children ages 5-13

July and August: 8:30 am - 5:30 pm. hot meals and healthy snacks for after-school and summer students. Structured play times. Naturalization/Citizenship Classes - Must Pre-Register.

Immigration Service Complaints

NYS Attorney General's Immigration Fraud Hotline: 866-390-2992

Services: Provides assistance to immigrants who have been victims of fraudulent consultation and false information regarding immigration-based issues.

Telephone Conversation Partners

Telephone Conversation Partners gives immigrant families who are learning to speak English a chance to improve their English skills by providing a safe, supportive environment for learning. The program pairs volunteer tutors with ESL students who want to increase the duration and intensity of their language learning opportunities. Partners speak over the phone 30 minutes a week for conversation practice. Tutors are trained and provided scripts of scenarios that deal with useful everyday situations. Cultural exchange is a fundamental part and a natural outcome of this program.

Intake Procedure: Call 518-274-8526

Library Resources

Libraries cannot provide legal advice. Please call for days and hours that the library is open.

New York State Library

222 Madison Avenue, 7th floor, Albany, NY 12230 Located above the State Museum.

Telephone: (518) 474-5355

Provides an extensive law library and will supply basic instructions on the use of the library. Open M-F from 9 AM to 5 PM.

Thomas E. Dewey Library for Public Affairs and Policy

State University at Albany, Mine Hall

135 Western Avenue, Albany, NY 12222

Telephone: (518) 442-3691

Provides an extensive collection of American law materials including statutes, case reporters, law reviews, and monographs. Emphasis is on criminal law, public law, and social welfare. Reference assistance is provided regarding the use of the collection. Librarian cannot provide legal advice.

Law Libraries

Schaffer Law Library

Sage College of Albany

80 New Scotland Ave, Albany, NY 12208 Telephone: (518) 445-2340

Provides a complete law library and will supply basic instructions on the use of the library.

Albany City Public Library Locations

Arbor Hill/West Hill Branch

148 Henry Johnson Boulevard, Albany NY 12210

Telephone: 518-694-0596

Email: arborhillwesthill@albanypubliclibrary.org

Website: www.albanypubliclibrary.org/locations/arborhill-westhill/

Bach Branch

455 New Scotland Avenue, Albany NY 12208

Telephone: 518-482-2154

Email: bach@albanypubliclibrary.org

Website: www.albanypubliclibrary.org/locations/Bach/

Delaware Branch

331 Delaware Avenue, Albany NY 12209

Telephone: 518-463-0254

Email: delaware@albanypubliclibrary.org

Website: www.albanypubliclibrary.org/locations/Delaware/

Howe Branch

105 Schuyler Street, Albany NY 12202

Telephone: 518-472-9485

Email: howe@albanypubliclibrary.org

Website: www.albanypubliclibrary.org/locations/Howe/

North Albany Branch

616 North Pearl Street, Albany NY 12204

Telephone: 518-463-1581

Email: northalbany@albanypubliclibrary.org

Website: www.albanypubliclibrary.org/locations/north-albany/

Pine Hills Branch

517 Western Avenue, Albany NY 12203

Telephone: 518-482-7911

Email: pinehills@albanypubliclibrary.org

Website: www.albanypubliclibrary.org/locations/pine-hills/

Washington Avenue Branch

161 Washington Avenue, Albany NY 12210

Telephone: (518) 427-4300

Email: washingtonave@albanypubliclibrary.org

Website: www.albanypubliclibrary.org/locations/washington-avenue-branch/

Albany County Library Locations**Bethlehem Public Library**

451 Delaware Ave, Delmar, NY 12054

Telephone: (518) 439-9314

Website: www.bethlehempubliclibrary.org/

Cohoes Public Library

169 Mohawk Street #21, Cohoes, NY 12047

Telephone: (518) 235-2570

Website: www.cohoespubliclibrary.org/

Colonie Town Library

629 Albany Shaker Road, Loudonville, NY 12211

Telephone: (518) 458-9274

Website: www.colonielibrary.org/

Guilderland Public Library

2228 Western Avenue, Guilderland, NY 12084

Telephone: (518) 456-2400 Website: www.guilpl.org/

Menands Public Library

4 N. Lyons Ave. Menands, NY 12204

Telephone: (518) 463-4035 Website:

www.menandslibrary.org/

Watervliet Public Library

1501 Broadway Watervliet, NY 12189 Phone: (518) 274-4471

Website: www.watervlietpubliclibrary.com/

Schenectady County Public Library Locations

Central Library

99 Clinton Street, Schenectady, NY 12305

Telephone: (518) 388-4544

Glenville Branch Library

20 Glenridge Road, Glenville, NY 12302

Telephone: (518) 386-2243

Niskayuna Branch Library

2400 Nott Street East Niskayuna, NY 12309 Telephone: (518)

386-2249

Phyllis Bornt Branch Library & Literacy Center

948 State Street, Schenectady, NY 12307

Telephone: (518) 372-4393

Rotterdam Branch Library

1100 N. Westcott Road, Schenectady, NY 12306

Telephone: (518) 356-3440

Mont Pleasant Branch

1026 Crane Street, Schenectady, NY 12303

Telephone: (518) 386-2245

Quaker Street Branch

133 Bull Street, Delanson, NY 12053

Telephone: (518) 895-2719

Scotia Branch

14 Mohawk Avenue, Scotia, NY 12302

Telephone: (518) 386-2247

Woodlawn Branch

2 Sanford Street, Schenectady, NY 12304

Telephone: (518) 386-2248

Rensselaer County Library Locations**Rensselaer Public Library**

676 East Street, Rensselaer, NY 12144

Telephone: (518) 462-1193 Fax 462-2819

Website: www.renssealerlibrary.org/

Cheney Library 73 Classic Street Hoosick Falls, NY 12090-0177

Telephone: (518) 686-9401 <http://www.cheneylibrary.org/>

East Greenbush Community Library

10 Community Way, East Greenbush, NY 12061

Telephone: (518) 477-7476 Fax 518-477-6692

Website: www.eastgreenbushlibrary.org/

Troy City Library Locations

Troy Public Library - *Main Library*

100 Second Street, Troy, NY 12180

Telephone: (518) 274-7071 Fax: (518) 271-9154

Email: troyref@thetroylibrary.org www.thetroylibrary.org/

Lansingburgh Branch

27 114th Street, Troy, NY 12182

Telephone: (518) 235-5310

New York State Prison System

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*"We must stop the trend of closing schools
and building prisons."*

-Gale Sayers

New York State Department of Corrections and Community Supervision

Building 2, State Campus, 1220 Washington Avenue, Albany, NY 12226 Telephone: (518) 457-8126

The New York State Department of Correctional Services is the state agency that operates the state's prisons. The DOCS administration, based in Albany, includes many different offices responsible for a variety of functions.

DOCCS Classification and Movement

Telephone: (518) 457-6022

Provides information on transfers within the system. If you know the person's DIN (department identification number), you may receive information on his/her custody status by calling the automated New York State VINE (Victim Information and Notification Everyday) system at 888-846-3469.

DOCCS Office of Guidance and Counseling

Telephone: (518) 402-1813

Oversees inmate education and counseling services at all facilities. Each state correctional facility assigns counselors to prisoners. Please call the appropriate facility to speak with an inmate's counselor.

DOCCS Office of Ministerial and Family Services

Telephone: (518) 402-1700

Serves the religious and family-related needs of incarcerated persons. Maintains visitation programs, including the Family Reunion Program and the free state-sponsored buses to state prisons.

DOCCS Office of Public Information

Telephone: (518) 457-8182

Answers questions regarding all aspects of DOCCS and its operations.

New York State Commission of Correction

80 South Swan St.,

Albany, NY 12210

Telephone: (518) 485-2346

The New York State Commission of Correction is the state agency responsible for overseeing the operations New York's state prisons and county jails. The COC administration, based in Albany, includes different offices responsible for a variety of functions. Promulgates minimum standards for the management of correctional facilities. Evaluates, investigates and oversees correctional facilities. Assists in developing new correctional facilities. Provides technical assistance.

- **COC Investigators**

- Investigate all deaths, in both county jails and state correctional facilities, and reports on the findings. The Commission is also responsible for approving facility standards.

- **Medical Review Board**

- Reviews the granting of special medical needs of incarcerated persons at county jails.

State Inspector General

Empire State Plaza, Agency Building 2, 16th Floor, Albany, NY 12223 Telephone: (518) 474-1010

The Inspector General's Office is entrusted with the responsibility of ensuring that state government, its employees and those who work with the state meet the highest standards of honesty, accountability, and efficiency.

Sex Offender Regulations



"I am a firm believer that upon release, ex-offenders should be afforded a second chance to become productive citizens..."

-Charles B. Rangel

Sex Offender Registration

Sex offender Registration Act and how it is applied

New York State's Sex Offender Registration Act applies to:

- Individuals who committed certain sex offenses on or after 1/21/1996.
- Individuals who committed an offense before 1/21/1996 if that individual was still serving a sentence of probation, parole or incarceration for a specified offense when the law went into effect.

If you were convicted of a crime requiring registration you will be asked to sign a Sex Offender Registration Form. This form explains your responsibility to register your address with the Division of Criminal Justice Services on an annual basis, provide written notice of any change of address within 10 days of the change, and any other obligations under the law that may pertain to you.

A Court will determine your risk level under Section 168-d of the Correction Law, which controls the amount of information that can be made available about you. The Court's designation also determines the length of time you must register as a sex offender.

If you ever move to another state, you may be required to register as a sex offender. Your duties to New York State under the Sex Offender Registration Act continue.

If you fail to register or verify your address or other required information with the Sex Offender Registry

If you fail to register or verify, you may be convicted of a Class E Felony. If you are convicted of a second or subsequent offense, you may be found guilty of a Class D Felony. Failure to register or verify may also be the basis for revoking your release status.

Specific Requirements for Sex Offenders

The Sexual Assault Reform Act applies to certain sex offender cases. A mandatory condition of release applies to you if you are a Level 3 sex offender or were convicted of a sex crime on

or after 2/1/2001 and are serving one or more sentences for a specified sex offense, and the victim was under the age of 18 at the time of the offense. You will not be allowed to be near or enter upon any school grounds or any other facilities or institutions primarily used for the care and treatment of persons under the age of 18, unless you meet certain criteria and have the written permission of your Parole officer.

What is a Discretionary Sex Offender?

A discretionary sex offender is generally a person who has a history of sexual offense or pattern of inappropriate sexual behavior, but is not subject to the Sex Offender Registry for any number of reasons. If you are determined to be a discretionary sex offender, you will be supervised by the Division of Parole on an intensive basis.

Probation & Conditional Discharge

20



*"Man must live, not only exist; he must do,
not merely be; he must grow, not just
vegetate."*

-Spencer W. Kimball

An individual is only sentenced to probation when they are either not sentenced to local jail time or in combination with local jail time. An individual who is sentenced to prison time would release on parole. If an individual has their probation revoked and they are resentenced to prison time, their probation is over and if released early or if resentenced with post release supervision, the individual will be on parole. Please see Parole Overview page 2 for more information on parole.

Probation Revocation

Declaration of Delinquency

Any time during a period of probation or conditional discharge, the court may issue a declaration of delinquency if it has reason to believe that the defendant has violated a condition of the sentence.

i. Notice to Appear

The court may order a defendant under a sentence of probation or conditional discharge to appear before it. A notice will either be mailed to the defendant or delivered personally. Failure of the defendant to appear in court after receiving a notice is considered a violation of the sentence.

ii. Warrant

When the court believes that a defendant has violated a condition of the sentence, it may issue a warrant directing that the defendant be taken into custody and appear before the court without delay.

1) Appearance before the Court

When a defendant has been brought before the court for a violation of a condition of probation or conditional discharge, the court will:

- Commit the defendant to the custody of the sheriff (jail); or
- Set bail; or
- Release the defendant on their promise to return for the next court date.

Hearing on Violation

The court cannot revoke a sentence of probation or conditional discharge unless the court finds that the defendant violated a condition of the sentence and the defendant has had an opportunity to be heard in court.

i. Statement of Violation

The court must provide the defendant with a statement that explains the conditions of the sentence violated and a description of the time, place and manner of the violation.

ii. The Hearing

The defendant has the right to a hearing. The judge will conduct the hearing - there is no right to a jury. The defendant has the right to present evidence and cross examine witnesses.

1) Right to Counsel

The defendant has the right to an attorney at all stages of the violation process.

2) Standard

A finding that the defendant violated a condition of the

Finding of the Court sentence must be based on a preponderance of the evidence.

At the conclusion of the hearing, the court may revoke, continue or modify the defendant's sentence.

i. Revocation

If the court revokes the sentence, the person may be sentenced to a period of imprisonment according to the original crime of conviction.

ii. Continuation or Modification of Sentence

If the defendant is not found in violation of the sentence, he will be ordered released. If the court finds the defendant in violation, but decides to continue or modify the sentence, the defendant's term of probation or conditional discharge will be extended up to the time spent on the violation proceedings.

Complaints Against Probation Officers

To make a complaint against a probation officer, contact the officer's supervisor or the County Director. If dissatisfied with the outcome, contact the NYS Division of Criminal Justice Services, Office of Probation and Correctional Alternatives, Alfred F. Smith Building, 80 S. Swan St., Albany, NY 12210.

Transferring Probation

Information in this part is cited from the Interstate Commission for Adult Offender Supervision Rules, effective June 1, 2009.

The Interstate Compact for Probation is an agreement among the fifty states, Puerto Rico, the Virgin Islands and the District of Columbia that allows individuals on probation in one state to be supervised in another state. The basic authority for the Interstate Compact is contained in federal legislation originally passed in 1934.

Eligibility for Probation Transfer

At the discretion of the Sending State, an offender shall be eligible for transfer of supervision to a Receiving State, and the Receiving State shall accept transfer, if the offender:

1) has more than 90 days or an indefinite period of supervision remaining at the time the Sending State transmits the transfer request;

-and-

2) has a valid plan of supervision;

-and-

3) is in substantial compliance with the terms of supervision in the Sending State;

-and-

4) is a resident of the Receiving State; or

5) [1] has resident family in the Receiving State who have indicated a willingness and ability to assist as specified in the plan of supervision;

-and-

6) [2] Can obtain employment in Receiving State or has means of support.

Acceptance of the Offender by Receiving State

A Sending State must submit a completed transfer request with all required information to the Receiving State prior to allowing the offender to leave the Sending State. The Sending State cannot allow the offender to travel to the Receiving State until the Receiving State has replied to the transfer request. It is important to note that a transfer to another state or county is a privilege provided to individuals who are currently complying with their terms and conditions of probation or parole. Both the Receiving State and the Sending State can deny the transfer. For exceptions governing offenders who are residents of living in the receiving state at the time of sentencing, see ICAOS Rules at <http://tinyurl.com/interstatetransfer>

Victims' right to be heard and comment

When an offender submits a request to transfer to a Receiving State or to return to a Sending State, the Victim Notification Authority in the Sending State must inform victims of their right to be heard and comment. Victims of the offender have the right to be heard regarding their concerns for their safety and family members' safety relating to the transfer request. Victims have the right to contact the Sending State's Interstate Compact Office at any time regarding their concerns for their safety and family members' safety relating to the transfer request. The Victim Notification Authority in the Sending State must provide victims with information regarding how to respond and be heard if the victim so chooses.

Courts

21



"Injustice anywhere is a threat to justice everywhere."

-Martin Luther King, Jr.

Local Trial Courts

Albany County Courts

Albany Supreme and County Courts

16 Eagle Street, Room 102, Albany, NY 12207

Telephone: (518) 285-8989

Website: www.tinyurl.com/AlbanyCounty

Albany County Family Court

30 Clinton Avenue, Albany, NY 12207

Telephone: (518) 285-8600

Albany City Courts

Albany City Criminal Court

1 Morton Ave & Broad Street, Albany, NY 12202

Telephone: (518) 453-5520

Website: www.tinyurl.com/AlbanyCriminal

Email: AlbanyCriminalCourt@nycourts.gov

Albany City Civil Court

Albany City Hall, 24 Eagle Street, Room 209, Albany, NY

12207 Telephone (Civil): (518) 453-4640

Email: AlbanyCivilCourt@nycourts.gov

Website: www.tinyurl.com/AlbanyCivil

Albany City Traffic Court

Albany City Hall, 24 Eagle Street, Basement, Albany, NY
12207

Telephone (Traffic): (518) 453-4630

Email: AlbanyTrafficCourt@nycourts.gov

Website: www.tinyurl.com/AlbanyTrafficPart

Rensselaer County Courts

Rensselaer Supreme and County Court

Rensselaer County Courthouse

80 Second Street, Troy, NY 12180

Telephone: (518) 285-5025 Fax: 518-285-5077

Website: www.tinyurl.com/RensselaerCounty

Rensselaer County Family Court

1504 Fifth Avenue Troy, NY 12180

Telephone: (518) 453-5515 Fax: 518-285-8504

Schenectady County Courts

Schenectady Supreme and County Court

612 State Street, Schenectady, NY 12305
Telephone: (518) 285-8401

Schenectady County Family Court

620 State Street, Schenectady, NY 12305
Telephone: (518) 285-8435 Fax: (518) 388-4496

Schenectady City Court

105 Jay Street, Room 205
Schenectady, NY 12305
Phone: 518-453-6989
Website: www.tinyurl.com/SchenectadyCourts

Schenectady City Criminal Court

531 Liberty Street, Schenectady, NY 12305
Telephone: (518) 453-6989 (Option 4)

Schenectady City Civil and Traffic Court

City Hall, Jay Street, Schenectady, NY 12305
Civil: Phone: 518-453-6989 (option 5) Fax: 518-453-8984
Traffic: Phone: 518-453-6989 (option 3) Fax: 518-453-8983

Troy City Court

Troy City Court

Criminal Part – 51 State Street 2nd Floor, Troy, N.Y. 12180
Civil Part - 51 State Street 3rd Floor, Troy, N.Y. 12180
Phone: 518-453-5900
Email: TroyCityCourt@nycourts.gov
Website: www.tinyurl.com/TroyCourts
Adjournments will not be accepted via email.

Small Claims Courts

Small claims courts will hear claims made against a resident or corporation of the particular county in which the court is located. Courts have jurisdiction of individuals to sue for up to \$5,000 without a lawyer. Anyone over the age of 18 years old can bring an action against the court.

Albany Small Claims Court

City Hall, 24 Eagle St., Albany, NY 12207 Telephone: (518) 453-4640

Schenectady Small Claims Court

City Hall, 105 Jay Street, Schenectady, NY 12305
Telephone: (518) 453-6869

Troy Small Claims Court

51 State Street, 3rd floor, Troy, NY 12180 Telephone: (518) 453-5900

POINTS TO KEEP IN MIND WHEN CONTACTING AGENCIES BY MAIL:

- (1) At the top of the first page write your full name and DIN clearly, preferably using all capital letters;
- (2) Many of these agencies receive hundreds of letters per month and the following should be avoided to eliminate any delay in responding to your letter: fancy lettering, small print, letters written in pencil, information not pertaining to your issue or need and illegible handwriting.
- (3) Also make sure you include detailed information about an incident, your issue or needs along with any questions you have.
- (4) If looking for re-entry assistance please include your release date and county you will be returning to.

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