



IMMIGRANT WOMEN AND CHILDREN PROJECT  
CITY BAR JUSTICE CENTER  
42 W. 44<sup>TH</sup> STREET  
NEW YORK, NY 10036

**ECONOMIC EMPOWERMENT  
RESOURCE GUIDE**

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The information and resources provided by this guide are solely for the convenience and assistance of its readers. This guide does not constitute legal advice. Readers seeking legal advice should consult an appropriately qualified attorney. The City Bar Justice Center does not endorse, and makes no representations or warranties regarding the information or services offered through or by the resources listed in this guide.

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## INTRODUCTION

The mission of the City Bar Justice Center (“Justice Center”) is to increase access to justice by leveraging the resources of the New York City legal community. Drawing upon our relationship with the New York City Bar, the Justice Center provides legal assistance to those in need; mobilizes lawyers, law firms, corporate legal departments, and other legal institutions to provide pro bono legal services; educates the public on legal issues; fosters strategic relationships; and impacts public policy.

The Justice Center’s projects are focused on three areas: Economic Justice, Immigrant Justice, and Access to Justice Innovations. The projects, complemented by a high-volume free legal hotline and a pro bono development clearinghouse, address the unmet need for legal services in New York City.

The Immigrant Women and Children Project (IWC) is one of the Justice Center’s core initiatives. The project began in 1996 in response to new developments in immigration law brought about by the 1994 Violence Against Women Act (VAWA). Since its inception, IWC has assisted hundreds of survivors of domestic violence with regularizing their immigration status in the United States. In 2002, IWC expanded our mission in response to the passage of the Trafficking Victims Protection Act.

We offer free legal assistance to immigrant survivors of violent crimes, including domestic violence, sexual assault, human trafficking, child abuse and other violent crimes. Volunteer attorneys assist these clients with the preparation of immigration applications to stabilize their immigration status. We also provide assistance or referrals in civil and criminal matters as well as public benefits advocacy. IWC receives referrals from community-based organizations, law enforcement, and domestic violence and human trafficking organizations. Clients come from countries around the globe, including China, the Dominican Republic, India, Trinidad, Guyana, Great Britain, Colombia, Brazil, India, Nigeria, Russia, and many others. IWC staff also trains attorneys, law enforcement, the judiciary, social service providers, healthcare professionals and others on human trafficking, domestic violence, and immigration remedies for crime victims.

This guide was developed to assist our clients, but we feel it will benefit many other New Yorkers who are entering the job market for the first time, researching college or other educational programs, or looking to change careers. Some resources in this guide may be geared to a specific population, have income guidelines or other specific criteria. We strongly suggest calling ahead to make sure that the information here is accurate. We welcome your feedback, updates, and experience using this guide. You can email us at [iwc@nycbar.org](mailto:iwc@nycbar.org) or call 212-382-4711.

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## ABOUT THIS GUIDE

In our work assisting immigrant victims of violent crimes, we often refer clients to other legal and social service organizations. Our low-income clients experience a wide range of challenging legal, financial, and personal problems in addition to the immigration issues for which we provide direct assistance. We realized that a single resource compiling contact information for education and other services organizations serving low-income or immigrant populations would be extremely helpful for us in our work and for our clients.

While this guide is specifically intended to provide helpful information for immigrant victims of violent crimes, it provides useful information for low-income New York City residents generally. The information in this guide is current as of August 2011. However, we cannot guarantee that it remains current and strongly suggest that you call ahead in order to ensure that the organization and/or program listed is still in operation before recommending it to an individual in need. In addition, while the vast majority of services listed are provided free-of-charge to low-income New Yorkers, some may charge a low fee, and we have attempted to indicate any charges where they apply. Please see our website for the most current version of this guide: <http://www.citybarjusticecenter.org>

This guide is not meant to specifically endorse any particular organization. The only motive in our decision as to whether to include a particular organization's information was whether we felt it could potentially provide a useful service for our clients. Thus, we cannot guarantee the quality of service provided by any of the organizations included in this guide.

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## A. FOUNDATIONAL EDUCATION

Many of our clients are new to the United States and would like to learn English, a new skill, obtain a high-school equivalency GED, or receive a certification that would allow them to apply for a better job. This section of the guide provides information on Basic Education (BE), English as a Second Language (ESL), and GED test preparation classes. We also suggest calling 311 for additional ESL and GED resources.

Location	Organization	Address & Contact Information	Services Offered and Requirements
Citywide	<u>Mayor's Office of Adult Education</u>	<a href="http://www.nyc.gov/html/adulted/html/home/home.shtml">www.nyc.gov/html/adulted/html/home/home.shtml</a>  Call 311 for more information.	You can find free classes in ESL, BE, GED test preparation, and career and technical education offered in locations throughout the City. These classes are open to everyone, and you do not need to show proof of citizenship.  Use the Find a Program search tool on the website to locate programs in your neighborhood. You can define your search by type of service offered (ESL, adult literacy, GED, or job training), borough, or ZIP code. Please remember that program offices are listed by borough, but they may have other classrooms throughout the City.  For more information about literacy and adult education programs in NYC, call 311 or visit online.
Bronx	<u>New York Public Library</u>	<a href="http://www.nypl.org">www.nypl.org</a>  321 East 140 St. 718.665.4878  1985 Westchester Ave. 718.829.7830  155 East 173rd St. 718.583.6611  877 Southern Blvd. 718.617.0338  280 West 231st St. 718.548.5656  310 East Kingsbridge Rd. 718.579.4244	ESL classes at beginner, intermediate, and advanced levels - Adults age 16+
	<u>City University of New York – CUNY</u>	<a href="http://www.cuny.edu">www.cuny.edu</a>  <u>Hostos Community College</u> Adult Basic Education Division of Cont. Education 500 Grand Concourse, Room B-208A Bronx, NY 10451 718.518.6723	- FREE ESL, BE, & GED Classes

		<p><u>Bronx Community College</u> Division of Cont. Education Gould Residence Hall, Rm. 410 181st St. &amp; University Ave. Bronx, NY 10453 718.289.5834</p> <p><u>Lehman College</u> The Adult Learning Center 250 Bedford Park Blvd. W. Old Gym, Room 019 Bronx, NY 10468 718.960.8807</p>	
<b>Brooklyn</b>	<u>Brooklyn Public Library</u>	<p><a href="http://www.brooklynpubliclibrary.org">www.brooklynpubliclibrary.org</a></p> <p><u>Adult Literacy</u> Central Library Learning Center 10 Grand Army Plaza 718.230.2191</p> <p>Coney Island Library Learning Center 1901 Mermaid Ave. 718.265.3880</p> <p>Eastern Parkway Library Learning Center 1044 Eastern Parkway 718.788.9330</p> <p>Flatbush Library Learning Center 22 Linden Blvd. 718.856.2631</p>	- Basic Education for Adults & ESL at some locations
	<u>City University of New York - CUNY</u>	<p><a href="http://www.cuny.edu">www.cuny.edu</a></p> <p><u>Kingsborough Community College</u> 2001 Oriental Blvd., T231 Brooklyn, NY 11235 718.368.4862</p> <p><u>New York City College of Technology</u> The Adult Learning Center Division of Higher Education 25 Chapel St., 4th Floor Brooklyn, NY 11201 718.552.1140</p> <p><u>Medgar Evers College</u> Adult &amp; Cont. Education 1150 Carroll St., Rm. 218 Brooklyn, NY 11225 718.270.6400 Phone: 718.804.8880</p>	- FREE ESL, BE, & GED Classes

		<u>Brooklyn College</u> Adult Literacy Program 2900 Bedford Ave. 0118 Ingersoll Hall Brooklyn, NY 11210 718.951.4117	
	<u>Lutheran Healthcare</u>	<a href="http://www.lmcme.com">www.lmcme.com</a>  Adult & Family Education at the Family Support Center 6025 6th Ave. Brooklyn, NY 11220 718.630.7150 ex. 4071	- Basic Education & ESL Classes
	<u>Make the Road New York</u>	<a href="http://www.maketheroadny.org">www.maketheroadny.org</a>  310 Grove St., Brooklyn, NY 11237 718.418.7690	- ESL & citizenship classes
	<u>The Maura Clarke-Ita Ford Center</u>	<a href="http://www.mauraclarke-itafordcenter.org">www.mauraclarke-itafordcenter.org</a>  139 Menahan St., 3rd Floor Brooklyn, NY 11221 718.452.0167	- Basic Education for ESL students & citizenship classes
	<u>New Horizons Adult Education</u>	75 Lewis Ave. Brooklyn, NY 11201 718.455.1166	- Basic Education & ESL Classes
	<u>Opportunities for a Better Tomorrow</u>	<a href="http://www.obtjobs.org">www.obtjobs.org</a>  25 Thornton St. Brooklyn, NY 11206 718.387.1600 www.obtjobs.org  783 4th Ave. Brooklyn, NY 11232 718.369.0303	- Basic Education & ESL Classes
	<u>Project Reach Youth</u>	<a href="http://www.projectreachnyc.org">www.projectreachnyc.org</a>  Family Center 6025 6th Avenue Brooklyn, NY 11220 718.630.7150  199 14th St., 3rd Floor Brooklyn, NY 11215	- Basic Education, ESL, & citizenship classes
	<u>Ridgewood Bushwick Senior Citizens Council, Inc.</u>	<a href="http://www.ridgewood-bushwick-senior-citizens-council.org/">www.ridgewood-bushwick-senior-citizens-council.org/</a>  1474 Gates Ave. Brooklyn, NY 11237 718.381.9653	- Basic Education, ESL, & GED classes

	<u>Shorefront YM-YWCA</u>	<a href="http://www.shorefrontny.org">www.shorefrontny.org</a> 3300 Coney Island Ave. Brooklyn, NY 11235 718.891.0264	- ESL & citizenship classes
	<u>SUNY Brooklyn Educational Opportunity Center</u>	<a href="http://www.bkl.eoc.suny.edu">www.bkl.eoc.suny.edu</a> 111 Livingston St. Brooklyn NY 11201 718.802.3358	- ESL Classes - GED Prep - College Prep
	<u>Turning Point</u>	<a href="http://www.tpdomi.org">www.tpdomi.org</a> 5013 7th Ave. Brooklyn, NY 11220 718.360.8171	- Basic Education & ESL Classes
	<u>Prospect Park YMCA</u>	<a href="http://www.ymcanyc.org/prospect-park/prospect-park-home/">www.ymcanyc.org/prospect-park/prospect-park-home/</a> 357 9th Street between 5th and 6th Ave. Brooklyn, NY 11215 718.768.7100	- ESL classes at beginner, intermediate, and advanced levels
	<u>Agudath Israel of America Community Services</u>	1577 Coney Island Ave. Brooklyn, NY 11230 212.809.5935 ext. 1	- ESL classes
	<u>The Arab-American Family Support Center</u>	<a href="http://www.aafscny.org">www.aafscny.org</a> 150 Court St., 3rd Floor Brooklyn, NY 11201 718.643.8000	- ESL & citizenship classes
	<u>Brooklyn Chinese-American Assoc.</u>	<a href="http://www.bca.net">www.bca.net</a> 5000 8th Ave. Brooklyn, NY 11220 718.438.0008	- Basic Education, ESL, & civics classes
	<u>Brooklyn Adult Learning Center</u>	<a href="http://www.adultednyc.org">www.adultednyc.org</a> Office of Adult & Cont. Education NYC Dep't of Education 475 Nostrand Ave. Brooklyn, NY 11216 718.638.2635	- Basic Education & ESL Classes
	<u>CAMBA</u>	<a href="http://www.camba.org">www.camba.org</a> 885 Flatbush Ave., 4th Floor Brooklyn, NY 11226 718.940.3453	- GED & ESL Classes

	<u>Catholic Migration Office</u> Roman Catholic Diocese of Brooklyn	<a href="http://www.dioceseofbrooklyn.org/cm.aspx">www.dioceseofbrooklyn.org/cm.aspx</a>  1258 65th St. Brooklyn, NY 11219 718.236.3000	- ESL & civics classes
	<u>Center for Family Life in Sunset Park</u>	<a href="http://www.cflsp.org">www.cflsp.org</a>  443 39th St., 3rd Floor Brooklyn, NY 11232 718.633.4823	- Basic Education & ESL Classes
	<u>Cypress Hills Local Development Corp.</u>	<a href="http://www.cypresshills.org">www.cypresshills.org</a>  528 Ridgewood Ave, Brooklyn, NY 11208, 718.715.8602	- Basic Education & ESL Classes
	<u>Edith and Carl Marks Jewish Community House of Bensonhurst</u>	<a href="http://www.jchb.org/immigrant-services/">www.jchb.org/ immigrant-services/</a>  7802 Bay Parkway Brooklyn, NY 11214 718.331.6800 - ESL x 121 - Citizenship x 154	- ESL (ext. 121) – Low Level Only - Citizenship (ext. 154)
	<u>Fifth Avenue Committee</u>	<a href="http://www.fifthave.org">www.fifthave.org</a>  294 Smith St. Brooklyn, NY 11231 718.624.3475	- GED & ESL Classes
	<u>Imani House</u>	<a href="http://www.imanihouse.org">www.imanihouse.org</a>  76A Fifth Avenue Brooklyn, NY 11217 718.638.2059	- Basic Education & ESL Classes
	<u>Jewish Community Council of Greater Coney Island</u>	<a href="http://www.jccgci.org">www.jccgci.org</a>  100 W 37th St. Brooklyn, NY 11224 718.449.5000 ext. 2237	- Basic Education, Occupational Skills, ESL, & GED Classes - Vocational Program for Refugees & Asylees
	<u>Kings Bay YM-YWCA</u>	<a href="http://www.kingsbayy.org">www.kingsbayy.org</a>  3495 Nostrand Ave. Brooklyn, NY 11229 718.648.7703 ext. 225	- Citizenship Classes
	<u>American Italian Coalition of Organizations</u>	5901 13th Ave. Brooklyn, NY 11219 718.972.1558	- ESL classes
	<u>Casa de pan y esperanza</u>	416 46th St. Brooklyn, NY 11220 718.439.7679	- ESL

	<u>Chinese American Planning Council</u>	<a href="http://www.cpc-ny.org">www.cpc-ny.org</a> 6022 7th Ave. Brooklyn, NY 11220 212.941.0920	- ESL
	<u>Council of Jewish Organizations of Flatbush</u>	1542 Coney Island Ave. Brooklyn, NY 718.377.2900 ext. 7603	- ESL
	<u>Lutheran Medical Center, Reach Out and Read</u>	6025 6th Ave. Brooklyn, NY 11220 718.630.7175	- ESL, GED
<b>Manhattan</b>	<u>New York Public Library</u> www.nypl.org	174 East 110th St. 212.534.2930  535 West 179th St. 212.927.3533  4790 Broadway 212.942.2445  209 West 23rd St. 212.924.1585  127 Amsterdam Ave. 212.870.1810  Center for Reading & Writing 192 East Broadway 212.529.2909	- ESL classes at beginner, intermediate, and advanced levels - Adults age 16+
	<u>City University of New York CUNY</u>	<a href="http://www.cuny.edu">www.cuny.edu</a>  <u>Borough of Manhattan Community College</u> 199 Chambers St., Room S-752 NY, NY 10007 212.346.8890  <u>Hunter College</u> Dep't of Curriculum & Teaching 695 Park Ave. NY, NY 10021 212.772.4620  <u>City College of NY</u> Community Education Center 138th St. & Convent Ave. Shephard Bdg., Room 10 NY, NY 10031 212.650.7322 212.650.7596	ESL, Basic Education, & GED Classes  Saturday ESL Class only  ESL, Basic Education, & GED Classes

	<u>CUNY Citizenship Now!</u>	<a href="http://www.cuny.edu/citizenshipnow">www.cuny.edu/citizenshipnow</a> 101 West 31st Street 9th Floor, Suite 900 New York, NY 10001 646.285.4248  <u>Class Location:</u> J.S. Murphy Institute 25 West 43rd Street, 19th Floor New York, NY 10036	- ESL & Civics classes
	<u>International Center</u>	<a href="http://www.intlcenter.org">www.intlcenter.org</a> 50 W 23 St., 7th Floor NY, NY 10010 212.255.9555	- ESL, American Culture Classes, Work Skills classes, Conversation & Computer Skills
	<u>Literacy Partners</u>	<a href="http://www.literacypartners.org">www.literacypartners.org</a> 30 East 33rd Street, New York, NY 10016 Phone (212) 725-9200	- Basic Literacy
	<u>92nd Street Y</u>	<a href="http://www.92y.org">www.92y.org</a> 1395 Lexington Ave. New York, NY 10128 212.415.5433	- ESL & Career Development Classes, among others
	<u>UJA Federation of New York</u>	<a href="http://www.ujafedny.org">www.ujafedny.org</a> 130 E 59th St. NY, NY 10022 800.852.3337	- Searchable database of Jewish community organizations offering ESL and citizenship classes

<p><b>Queens</b></p>	<p>Queens Public Library</p>	<p><a href="http://www.queenslibrary.org">http://www.queenslibrary.org</a></p> <p>91-14 Merrick Blvd., 6th Floor Jamaica, NY 718.480.4222</p> <p>86-01 Broadway Elmhurst, NY 11373 718.699.3302</p> <p>41-17 Main St. Flushing, NY 718.661.1241</p> <p>37-44 21st St. Long Island City, NY 718.752.3720</p> <p>92-25 Rockaway Beach Blvd. Far Rockaway, NY 718.945.7058</p> <p>169-09 137th Ave. Jamaica, NY 718.723.7662</p> <p>21-45 31st St. Astoria, NY 718.932.3239</p>	<p>- Basic Literacy, ESL, Pre-GED, GED</p>
	<p><u>City University of New York CUNY</u></p>	<p><a href="http://www.cuny.edu">www.cuny.edu</a></p> <p><u>LaGuardia Community College</u> Adult Learning Center 31-10 Thomson Ave. Room E-249 Long Island City, NY 11101 718.482.5380</p> <p><u>York College</u> Community Learning Center 94-43 159th St., Rm. 104 Jamaica, NY 11451 718.262.3860</p> <p><u>Queensborough Community College</u> Department of Basic Skills 222-05 56th Ave. Bayside, NY 11364 718.631.6363/6371</p>	<p>- FREE ESL, BE, &amp; GED Classes</p>

<b>Staten Island</b>	<u>New York Public Library</u>	<a href="http://www.nypl.org">www.nypl.org</a> 309 New Dorp Lane 718.351.2977  75 Bennett St. 718.442.0158  5 Central Ave. 718.442.8560 1617 Richmond Rd. 718.351.1444	- ESL classes at beginner, intermediate, and advanced levels - Adults age 16+
	<u>City University of New York CUNY</u>	<a href="http://www.cuny.edu">www.cuny.edu</a>  <u>College of Staten Island</u> Adult Learning Center 2800 Victory Blvd. Building 2A, Room 201 Staten Island, NY 10314 718.982.2174	- FREE ESL, BE, & GED Classes

## B. PUBLIC BENEFITS

We recognize that many of our clients may have a need for cash assistance, food stamps, and Medicaid on their way toward economic empowerment. This section of the guide provides information relating to Welfare/Job Centers that service immigrants throughout New York City and accept applications for these three benefit programs. Throughout the City, there are also separate food stamp and Medicaid offices. We recommend calling 311 for more information on the nearest appropriate office.

Location	Organization	Address & Contact Information	Services Offered & Requirements
Bronx	<u>NYC Dep't of Social Services (Bronx)</u>	<p><a href="http://www.nyc.gov/hra">www.nyc.gov/hra</a></p> <p><u>Family Services Call Center</u> 260 East 161st St. Bronx, NY 10451 718.664.1177 718.664.1056 718.883.8296</p> <p><u>Rider Job Center</u> 305 Rider Avenue Bronx, NY 10451 718.742.3704 718.742.3924</p> <p><u>Fordham Job Center</u> 2551 Bainbridge Ave. Bronx, NY 10458 718.220.6622 718.220.7012</p>	<p>Services:</p> <ul style="list-style-type: none"> <li>- Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Low income, unemployed</li> <li>- Job centers only service local zip codes – check before</li> </ul>
Brooklyn	<u>NYC Dep't of Social Services (Brooklyn)</u>	<p><a href="http://www.nyc.gov/hra">www.nyc.gov/hra</a></p> <p><u>Refugee Job Center</u> 88 3rd Ave 1st Floor Brooklyn NY 11217 718.250.4066 718.250.4040</p> <p><u>Bay Ridge Job Center</u> 6740 Fourth Ave. Brooklyn, NY 11220 718.921.2084 718.921.2000</p> <p><u>Family Call Center</u> 275 Bergen St. Brooklyn, NY 11217 718.694.8647</p> <p><u>Bushwick Model Office (Zip codes:11207, 11208)</u> 30 Thorton St. 718.963.5117</p>	<p>Services:</p> <ul style="list-style-type: none"> <li>- Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Low income, unemployed</li> </ul>

		<p><u>Lyndon Model Office</u> (Zip codes: 11227, 11239) 45 Hort St. 718.237.6509</p>	
<b>Manhattan</b>	<u>NYC Dep't of Social Services (Manhattan)</u>	<p><a href="http://www.nyc.gov/hra">www.nyc.gov/hra</a></p> <p><u>East End Job Center</u> 2322 Third Ave. New York, NY 10027 212.860.6801</p> <p><u>Waverly Job Center</u> 12 West 14th Street New York, NY 10011 212-620-9890 212-620-9421</p> <p><u>Union Square Job Center &amp; Residential Treatment Center</u> 109 E 16th St. New York, NY 10003 212.835.8300 212.835.7361</p> <p><u>Family Services Call Center Manhattan Satellite</u> 132 W. 125th Street New York, NY 10027 212-666-7566</p> <p><u>Intensive Services Center</u> 109 E 16th St. New York, NY 10003 212.835.8261 212.835.7682</p> <p><u>Residential Treatment Service Center</u> 109 E 16th St. New York, NY 10003 212.835.7937 212.835.7671</p> <p><u>Dyckman Job Center</u> 4660 Broadway New York, NY 10040 212.569.9543 212.569.9626</p> <p><u>Senior Works Job Center</u> 109 E 16th St. New York, NY 10003 212.835.8445 212.835.7691</p>	<p>Services:</p> <ul style="list-style-type: none"> <li>- Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Low income, unemployed</li> </ul> <p>Satellite Center: Primarily handles face to face recertification and emergency walk-in activities for the Family Call Center's active child only cases whose payees are not in receipt of cash assistance.</p>

<b>Queens</b>	<u>NYC Dep't of Social Services (Queens)</u>	<a href="http://www.nyc.gov/hra">www.nyc.gov/hra</a>  <u>Family Service Call Center</u> 165-08 88th Ave., 5th Fl. Jamaica, NY 11432 718.752.3937 718.883.8296  <u>Jamaica Job Center</u> 165-08 88th Ave. Jamaica, NY 11432 718.523.2146 718.883.8250  <u>Queens Job Center</u> 34-00 Northern Blvd. Long Island City, NY 11101 718.784.5919 718.392.1323  <u>East River Job Center</u> 32-20 Northern Blvd. Long Island City, NY 11101 718.752.7001 718.392.1323  <u>Rockaway Job Center</u> 219 Beach 59th St. Rockaway, NY 11692 718.318.4111 718.318.4110	Services: - Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.  Requirements: - Low-income, unemployed individuals
<b>Staten Island</b>	<u>NYC Dep't of Social Services (Staten Island)</u>	<a href="http://www.nyc.gov/hra">www.nyc.gov/hra</a>  <u>Richmond Job Center</u> 201 Bay St. Staten Island, NY 10301 718.390.5103	Services: - Job Centers offer temporary financial assistance, food stamps and Medicaid to eligible individuals. While in receipt of financial assistance, eligible adults are required to participate in an employment or rehabilitative activity designed to help them achieve their highest level of self-sufficiency. While participating, individuals are provided with child care and transportation support.  Requirements: - Low-income, unemployed individuals
<b>Citywide legal assistance for public benefits</b>	<u>Urban Justice Center - Homelessness Outreach &amp; Prevention</u>	<a href="http://www.urbanjustice.org/ujc/projects/homeless">www.urbanjustice.org/ujc/projects/homeless</a>  Clinics held throughout the five NYC boroughs. 646.602.5600	For Assistance with Public Assistance, Food Stamps & Eviction Prevention. UJC also provides appropriate advice/referrals regarding other problems including referrals for housing court assistance.  Arrive early, clinics are first come/first served, and everyone must sign in. Staff is comprised of both attorneys and legal advocates. The person you meet may not be a lawyer. Clinics may occasionally close. For further info, call the UJC office at (646) 602-5600.

## C. JOB TRAINING & PLACEMENT

This section of the guide provides information for training programs in various fields of employment. Please note that some of these programs do carry an enrollment fee. We suggest calling ahead to find out if there is any tuition assistance or assistance with book or supply fees.

Location	Organization	Address & Contact Information	Services Offered & Requirements
Citywide	<u>Bureau of Immigrant Workers' Rights</u> <u>NYS Dep't of Labor</u>  www.labor.ny.gov	Immigrant Workforce Counselors Contact:  Bronx: 718.960.7901 Brooklyn: 718.960.7901 Flushing (Department of Labor): 718.321.6307 Patchogue: 631.687.4800 Yonkers: 914.965.9500  General: 877-IMM-WRKER	Services: - Educates immigrant workers about their rights - Connects immigrant workers with Dep't of Labor services - One-on-one counseling & career advice through Immigrant Workforce Counselors and One-Stop Centers - Job Search information - Unemployment insurance information  Requirements: Immigrant workers; unemployed
	<u>Grant Associates</u>	<a href="http://www.grantassociatesinc.com">www.grantassociatesinc.com</a>  212.684.2700	- FREE - One-stop employment services - Training & placement for displaced workers, unemployed workers, & welfare recipients - Programs for people with disabilities & other barriers to employment - Youth programs - Training programs for Food Services, Office Solutions, Security, Driving, Retail, & Customer Service - Counseling for Job Retention after placement
	<u>NYC Department of Youth &amp; Community Development</u>	<a href="http://www.nyc.gov/dycd">www.nyc.gov/dycd</a>  156 William Street 6th Fl. New York, NY 1.800.246.4646  Apply online: application.nycsyep.com	The Summer Youth Employment Program (SYEP) provides New York City youth between the ages of 14 and 24 with summer employment and educational opportunities. In 2010 DYCD employed 35,725 participants and placed them at 5,800 worksites. Participants work in a variety of entry-level jobs at government agencies, hospitals, summer camps, nonprofits, small businesses, law firms, museums, sports enterprises, and retail organizations.  The Summer Youth Employment Program is designed to: - Emphasize real-world labor expectations - Increase awareness of services offered by local community-based organizations - Provide opportunities for career instruction, financial literacy training, academic improvement, and social growth

	<p><u>55-a Program - NYC Dep't of Citywide Administrative Services (DCAS)</u></p>	<p><a href="http://www.nyc.gov/html/dcas/html/resources/55a.shtml">www.nyc.gov/html/dcas/html/resources/55a.shtml</a></p> <p>Main: 212.669.8643 55-a Program: 212.386.0257 (55a)</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Places capable individuals in non-competitive civil service jobs</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Individuals certified as physically or mentally disabled</li> </ul>
	<p><u>Upwardly Global</u></p>	<p><a href="http://www.upwardlyglobal.org">www.upwardlyglobal.org</a></p> <p>Main Office: 505 8th Avenue Suite 602 New York, NY 10018 212.219.8828</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Upwardly Global help with job leads, connections, networking, resume and cover letter assistance, interviewing skills, and licensing for foreign certification.</li> </ul> <p><u>Requirements:</u></p> <p>Must have immigrated to the US within last five years, have employment authorization, the equivalent of a bachelor's degree, and be fluent in English and have basic computer skills</p> <p>The New York City jobseeker program provides support to immigrants residing in:</p> <ul style="list-style-type: none"> <li>• Manhattan, Brooklyn, Queens, Staten Island, Bronx</li> <li>• Westchester and Rockland county</li> <li>• Long Island</li> <li>• Northern NJ</li> </ul>
	<p><u>Goodwill Industries</u></p>	<p><a href="http://www.goodwillnynj.org">www.goodwillnynj.org</a></p> <p>This organization has many different programs. Listed here are some highlights. Please check their website for more information.</p>	<p><u>United Way NYCWorks Program</u></p> <p>Funded by the New York City Council and administered by United Way, NYCWorks is a multifaceted program focused on workforce development activities. Located in downtown Brooklyn, its services include assessment, training and job placement for out of school youth 17-21 and other unemployed and underemployed individuals. <i>Call (718) 625-9936 ext. 3</i></p> <p><u>Refugee Social Services Program (RSSP)</u></p> <p>Goodwill's Refugee Social Services Program offers career planning, training and placement to refugees and those who have obtained political asylum here. Located in the Bronx and Brooklyn, RSSP is open to all refugees who have been in the U.S. under five years, regardless of place of residence or ethnicity. Goodwill's staff is fluent in Russian, Ukrainian and Latvian. Interpreters are made available to serve participants speaking other languages. This program should accept T visa holders. For The Bronx, call: 718.652.4364 For Brooklyn, call: 718.339.0937</p> <p><u>NYS Intensive Employment Program for Refugees Living with Disabilities</u></p> <p>This program helps refugees with physical and developmental disabilities to integrate into mainstream U.S. culture through their transition to permanent employment and economic self-sufficiency while reducing stigmas and cultural barriers.</p>

		<p>The program provides workforce training on core professional/vocational skills, Vocational English Language, and Computer Literacy to maximize participant's employment potential. Job developers effectively match participant's skills and capabilities with suitable employment positions. Employment subsidies are available. Call:718.339.0937</p> <p><u>Transitional Employment &amp; Mentoring for Ex-Offenders (Project TEAM)</u> Project TEAM assists nonviolent ex-offenders from Northern New Jersey who are returning to their local communities. Funded through the U.S. Department of Labor Employment and Training Administration, the Harrison-based program offers participants support and resources to find employment and stable housing and provides them with counseling, mentoring, vocational or educational training, and other support services. To participate, individuals must be nonviolent offenders who are at least 18 years old and were released from a correctional facility within the past 180 days. Call: 973. 481.2300 ext. 268</p> <p><u>Targeted Assistance Grant (TAG)</u> Like Goodwill's Refugee Social Services Program (RSSP), this program offers career planning, training and placement to refugees and those who have obtained political asylum here, with a special goal of moving participants from public assistance to employment. Located in the Bronx and Brooklyn, TAG provides direct services to refugees through job placements, resulting in economic self-sufficiency. In addition to all RSSP services, TAG participants receive intensive computer training. This program should also accept T visa holders. For The Bronx, call: 718.652.4364 For Brooklyn, call: 718.339.0937</p> <p><u>GoodTemps</u> Free computer skills training at The job market is highly competitive, and you need every edge to stay ahead of the curve. GoodTemps offers free computer skills training to all individuals currently registered with us. Training can be taken at our midtown Manhattan office, or online at your leisure. Skill areas covered include typing, data entry, Microsoft Office, bookkeeping and accounting principles, customer service and many more. Contact <a href="mailto:customerservice@goodwillny.org">customerservice@goodwillny.org</a> for more information.</p>
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			<p><u>Back to Work</u>  These three training and job placement centers assist New Yorkers referred by the Human Resources Administration (HRA) move from public assistance to viable employment. Job Developers work with participants to assist them in finding appropriate positions considering their skills, interests and abilities. Employment retention services are provided for six months to help overcome difficulties or secure a more skilled position.  For Brooklyn, call: 718.246.4905  For Queens, call: 718.433.1695  For The Bronx, call: 646.308-6300</p>
	<p><u>Mayor's Office of Immigrant Affairs - Workforce1 Career Centers</u></p>	<p><a href="http://www.nyc.gov/html/imm/html/employment/employment.shtml">www.nyc.gov/html/imm/html/employment/employment.shtml</a>  Call 311</p>	<p><u>Services:</u>  - Provide one-stop shopping for city's job-seekers, including career advisement, job search counseling, skills training, &amp; job placement  <u>Requirements:</u>  - Immigrants</p>
	<p><u>Women's Center for Education and Career Advancement</u></p>	<p>11 Broadway, Ste. 457  New York, NY  212.964.8934</p>	<p><u>Services:</u>  Job Ready Program <ul style="list-style-type: none"> <li>• Job Readiness and Skills Person-Centered Plan</li> <li>• Online Profiling</li> <li>• Interviewing Skills</li> <li>• Resume Focus, Format and Content</li> <li>• Job Search Experiences</li> </ul> Self-sufficiency Project <ul style="list-style-type: none"> <li>• helps low-income women and their families achieve economic self-sufficiency</li> </ul> </p>
<b>Brooklyn</b>	<p><u>Department of Labor Division of Employment Services - Brooklyn</u></p>	<p>250 Schermerhorn St.  Brooklyn, NY  718.780.9201</p>	<p><u>Services:</u>  - One-stop shopping for employment-related needs  - Aid with reentry into the community  <u>Requirements:</u>  - Ex-offenders</p>

	<p><u>Opportunities for a Better Tomorrow</u></p>	<p><a href="http://www.obtjobs.org">www.obtjobs.org</a></p> <p>783 Fourth Avenue Brooklyn, NY 11232 Tel: 718.369.0303 Fax: 718.369.1518 TDD/TTY 800.662.1220</p> <p>OBT Bushwick: 718.387.1600</p> <p>Bushwick Workforce Resource Center 718.381.3222</p>	<p>OBT has a contract with Consortium for Worker Education to administer Jobs to Build On (JtBO) program. This FREE service provides clerical training and placement to eligible (unemployed, low income, etc.) individuals 18 and above. Training is five mornings a week and consists of Computer Applications, Keyboarding, Office Procedures, Employment Counseling and World of Work Preparation</p> <p>For individuals not requiring training or looking to work outside the clerical field, we are able to provide direct placement services.</p> <p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Free training simulates corporate office setting and imparts modern office skills through a disciplined training program</li> <li>- Services include computer &amp; clerical training, GED if needed, and job placement assistance for one year</li> <li>- Most of their programs are open to adults but one program targets Brooklyn residents ages 17-21</li> </ul>
	<p><u>CAMBA</u></p>	<p><a href="http://www.camba.org">www.camba.org</a></p> <p>1720 Church Avenue, 2nd Fl. Brooklyn, NY 718.282.0108</p>	<p><u>Immigrant Professional Training Program</u> - 7 week program assisting professionals from abroad in continuing their career in the U.S.</p> <ul style="list-style-type: none"> <li>- Provide information about getting foreign licenses &amp; diplomas evaluated, U.S. licensing, educational information</li> <li>- One-on-one career planning</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Immigrants</li> <li>- Prior professional career in home country</li> <li>- Some English language skills</li> </ul>
		<p>REACH: 718.462.4244</p>	<p><u>Services:</u></p> <p>Job Training &amp; Placement</p> <ul style="list-style-type: none"> <li>- Full range of job training and placement services in Security, Human Services, Customer Service</li> <li>- Full training and job placement services available for limited English speakers</li> </ul> <p>REACH (Redirection, Evaluation, Assessment, Career &amp; Higher Education)</p> <ul style="list-style-type: none"> <li>- Targets low-income out of school youth ages 19-21 who are at risk of remaining unemployed due to, among other factors, poor basic skills, pregnancy or parenting, no employment history/preparation</li> <li>- Job training, occupational training, placement, educational assistance</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Brooklyn resident</li> <li>- Persons of low-income; persons moving from welfare to work; persons who are homeless; at risk of homelessness or transitioning out of homelessness; persons living with or at risk of AIDS or HIV; immigrants and refugees; youth; and other groups working to become self-sufficient</li> </ul>

		Match Grant Program	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Job training and placement for refugees/asylees</li> <li>- English classes</li> <li>- Customer service, human services, and private security training</li> <li>- Help with public benefits</li> <li>- Matching Grant Program</li> <li>- Cash grant given to highly motivated refugees and asylees enrolled in program</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Refugees, asylees and T visa holders</li> </ul>
	<u>Mayor's Office of Immigrant Affairs - Workforce1 Career Centers – Brooklyn</u>	9 Bond St., 5th Fl. 718.246.5219 M-F: 8:30 a.m. - 5 p.m.	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Provide one-stop shopping for city's job-seekers, including career advisement, job search counseling, skills training, &amp; job placement</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Immigrants</li> </ul>
	<u>Catholic Charities of Brooklyn</u>	718.722.6001	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Access to computers, fax, &amp; copier machines for job search, resume writing, career counseling, job placement assistance, Microsoft Office Skill Check, workshops, literacy classes, computer classes, ESL, events, referrals to certificate training programs</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Walk-ins welcome, but must complete registration process and make an appointment with employment counselor to use services</li> <li>- Complete CCBQ questionnaire</li> <li>- Bring photo ID</li> </ul>
	<u>Brooklyn Workforce Innovations</u>	<p><a href="http://www.bwiny.org/pages/programs/patraininga.html">www.bwiny.org/pages/programs/patraininga.html</a></p> <p><u>Production Assistant Training Program</u> 718.237.2017 x145</p>	<p><u>Services:</u></p> <p>Training for production assistants, the entry level into the film industry, with two years support for job placement</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Low-income NYC residents</li> <li>- No full-time employed persons nor those with 2 years experience in industry</li> <li>- No students or prospective students</li> <li>- NYC Resident &amp; legally able to work in U.S.</li> <li>- Able to lift 50 lbs.</li> <li>- Able to work long, varied hours</li> <li>- Outdoor work</li> <li>- 2 year commitment</li> <li>- Low-income background</li> <li>- Valid driver's license</li> </ul>

		<u>Red Hook on the Road - Careers in Commercial Driving</u> 718-237-4846	Four week training program to earn a NYS Commercial Driver's License (CDL). Course prepares participants for jobs as drivers of Class B/BP/BPS commercial vehicles such as trucks, school buses, coach or charter buses, airport shuttle buses and Access-A-Ride vehicles. Program requirements include: 21 years or older, a clean NYS driver's license for at least 2 years – no more than 2 points, or one suspension, or one conviction showing on the driver record and no combination of the above allowed.
		<u>Brooklyn Networks - Careers in Cable Installation</u> 718-237-2017 x 149	Five week training program leading to an internationally recognized certification in low voltage cable installation. Graduates work installing telephone and computer lines, broadcast cable systems, home theaters and security systems. Program requirements include: 21 years or older, a clean valid NYS driver's license, pass a reading and math test at the 8th grade level and the ability to lift and bend 70lbs.
		<u>New York Drives - New Career and NYS Drivers' License</u> 718-389-3636	6-week training program (2 weeks full-time, 4 weeks part-time road lessons) leading to the NYS Driver's License and a new job or acceptance into a skills training program. Program requirements include: 18 years or older, ability to pass drug test, eligible to work in the U.S., no full-time students.
		<u>Brooklyn Woods - Careers in Woodworking</u> 718-237-2017	8-week training course for entry level custom woodworking techniques including the use of hand tools, power tools and woodworking machines. Graduates are prepared to build and install custom cabinets. Qualifications include proficiency in reading and math – particularly in fraction and measurements; and physically fit/able to lift 70lbs.
		<u>Building Works</u> 718-237-2017 x175	Applicants must be at least 18 years old, eligible to work in the U.S., physically able to do the work, have a HSD or GED at the time of application and have the ability to read and do math at the 8th grade level. Applications are available at the BWI Main Office and will only be accepted with the following documentation: birth certificate, social security card, and valid state identification, proof of address, proof of income, high school diploma/GED and citizenship status.

	<u>Neighborhood Employment Services</u>	621 Degraw Street Brooklyn, NY 718-237-2017 x127	At Neighborhood Employment Services (NES) South Brooklyn community job seekers can receive resume preparation, career assessment, job readiness, and referrals to training, education & certification programs, and job placement services. NES also offers free computer classes for the beginner user looking to incorporate computer skills into their job search.  To apply for free services, job seekers can visit the Fifth Avenue Committee center during normal business hours (Monday through Friday, 9AM – 5PM) and fill out our Neighborhood Employment Services Questionnaire at the front desk. Job seeker should fill the questionnaire out completely, as incomplete or blank applications will not be processed. Job seekers who may have resumes already prepared should attach them to the completed questionnaire.
	<u>First Source Staffing</u>	<a href="http://www.fssny.com">www.fssny.com</a>  621 Degraw Street Brooklyn, NY 11217 Phone: (718) 636-7350 Fax (718) 636-6109	FirstSource staffing is New York City's only social purpose staffing company providing temporary placement, direct placement, and convertible temp-to-permanent arrangements. Whether you need to replace a receptionist on vacation, staff a copy room for the busy season, or find an assistant for a demanding executive, FirstSource has the solution. We also have a pool of licensed truck drivers, and people with experience in warehouse, moving and construction work.
	<u>SUNY Brooklyn Educational Opportunity Center</u>	<a href="http://www.bkl.eoc.suny.edu">www.bkl.eoc.suny.edu</a>  111 Livingston St. Brooklyn NY 11201 718.802.3358	Tuition free programs offered in Computers and Networking Technology, Office Support, Computerized Bookkeeping, Medical Office Administration, Medical Billing & Coding, Microsoft Office Suite, Web Page Design & Maintenance.
<b>Manhattan</b>	<u>Department of Labor Division of Employment Services - Manhattan</u>	<a href="http://www.labor.ny.gov">www.labor.ny.gov</a>  215 West 125th St. 917.493.7200  75 Varick Street 212-775-3771	<u>Services:</u> - One-stop shopping for employment-related needs - Aid with reentry into the community  <u>Requirements:</u> - Ex-offenders

	<p><u>Queens College, Women &amp; Work Program at the Mid-Manhattan Extension Center</u></p>	<p><a href="http://www.qc.cuny.edu/community/womenwork/Pages/default.aspx">www.qc.cuny.edu/community/womenwork/Pages/default.aspx</a></p> <p>Queens College Mid-Manhattan Extension Center 25 W. 43rd St., Suite 1005 New York, NY 10036 212.642.2070 718.997.4899</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- FREE</li> <li>- <u>Full-time Day Program - Women Rising (15 weeks, M-F)</u></li> <li>- <u>Part-time Evening - Stepping Stone (Tuesday 6-9 p.m.)</u></li> </ul> <p><u>Training Includes:</u></p> <ul style="list-style-type: none"> <li>- Computer programs, math, literacy, ESL for business, life-management, interviewing skills, resume writing, attire</li> <li>- Post-program classes: advanced computers, humanities, job registry and search assistance</li> <li>- Also available: one-site counseling, needs assessment, health &amp; wellness training</li> </ul> <p><u>Requirements:</u> WOMEN with:</p> <ul style="list-style-type: none"> <li>- High School diploma or GED</li> <li>- Working knowledge of English language</li> <li>- Able to work legally in the U.S.</li> <li>- Prior computer knowledge or prior work experience not necessary</li> </ul> <p>Apply in person any Monday, Tuesday, or Thursday from 10:30 a.m. to 1:30 p.m.</p>
	<p><u>Goodwill Industries</u></p>	<p><a href="http://www.goodwillny.org">www.goodwillny.org</a></p> <p>212.368.8000</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Excellent job training &amp; placement for people with disabilities</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Disabled individuals</li> </ul>
	<p><u>Goodwill - GoodTemps</u></p>	<p><a href="http://www.goodtemps.com">www.goodtemps.com</a></p> <p>Midtown Manhattan 212.986.9566</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Provides long- and short-term employment opportunities in Greater NY area for persons with disabilities and other barriers to work</li> <li>- Positions can vary from office/clerical to professional, from labor to retail to technical</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- People with disabilities, recipients of public assistance or other barriers to work</li> </ul>
	<p><u>Mayor's Office of Immigrant Affairs - Workforce1 Career Centers - Manhattan</u></p>	<p><u>Upper Manhattan</u> 215 W. 125th St., 6th Fl. 917.493.7054 917.493.7000 M-F: 8:30 a.m. - 5 p.m.</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Provide one-stop shopping for city's job-seekers, including career advisement, job search counseling, skills training, &amp; job placement</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Immigrants</li> </ul>
	<p><u>Self-Help Community Services</u></p>	<p><a href="http://www.selfhelp.net">www.selfhelp.net</a></p> <p>212.971.7714</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Home Health Aide training with competitive hourly and live-in rates, vacation and health benefits, full free training</li> </ul> <p><u>Languages:</u> English, Spanish</p>

	<p><u>Office of Vocational &amp; Educational Services for Individuals with Disabilities (ACCES-VR)</u></p> <p>Also known as: VESID</p>	<p><u>Manhattan District Office</u> 116 W 32nd St. 212.630.2300</p> <p><u>Harlem Satellite Office</u> 163 W 125th St., 7th Fl. Adam Clayton Powell Jr. State Office Building 212.961.4420</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Vocational assessment, vocational counseling, assistance with transition from school to work, job training &amp; placement, job follow-up</li> <li>- Vocational rehabilitation</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Individuals with disabilities</li> </ul>
	<p><u>ATTAIN Lab at the Polo Grounds Community Center</u></p>	<p><a href="http://www.pgc.sunyeoc.org">www.pgc.sunyeoc.org</a></p> <p>2965 8th Avenue (156th St.) New York, NY 10039 212.491.6127</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Wide range of computer literacy and advanced skill courses, in addition to basic literacy, math, nursing, cosmetology, etc.</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Low-income individuals</li> </ul>
	<p><u>The Bookkeeping Center</u></p>	<p><a href="http://www.tbkc.org">www.tbkc.org</a></p> <p>27 W. 20th St., Ste 706 New York, NY 10011 212.242.6010</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Instruction in the fundamental tools of bookkeeping, computerized accounting, job readiness workshops and placement assistance.</li> <li>- FREE Manual, advanced career development and computerized 10 week training courses</li> </ul>
	<p><u>Community Access, Inc.</u></p>	<p><a href="http://www.communityaccess.org">www.communityaccess.org</a></p> <p>212.780.1400</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Assists people with psychiatric disabilities make the transition from homelessness and institutions to independent living</li> <li>- Works to provide affordable housing, support services, counseling, education, and employment opportunities</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Mentally disabled individuals</li> </ul>
	<p><u>Fedcap</u></p>	<p><a href="http://www.fedcap.org">www.fedcap.org</a></p> <p>212.727.4200</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- Vocational education &amp; training</li> <li>- Job placement in private sector or one of Fedcap's many outsourcing divisions</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Disabled individuals</li> </ul>
	<p><u>Federation Employment and Guidance Service, Inc. (FEGS)</u></p>	<p><a href="http://www.fegs.org">www.fegs.org</a></p> <p>Executive Offices 315 Hudson Street New York, NY 10013 212.366.8400</p>	<ul style="list-style-type: none"> <li>- Services delivered in the areas of Employment &amp; Training, Education &amp; Youth, Career Development, Behavioral Health, Developmental Disabilities, Residential, Rehabilitation, Family Services, &amp; Homecare</li> </ul>
	<p><u>Grace Institute</u></p>	<p><a href="http://www.graceinstitute.org">www.graceinstitute.org</a></p> <p>1233 Second Ave. New York, NY 10021 212.832.7605</p>	<p><u>Services:</u></p> <ul style="list-style-type: none"> <li>- FREE Tuition (only pay for books, etc.)</li> <li>- Recent High School graduates, career change, career advancement</li> <li>- Business skills course &amp; Microsoft Office skills course</li> </ul> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>- Women only</li> </ul>

	<u>Mechanics' Institute</u>	<a href="http://www.generalsociety.org/mechanicsinstitute/">www.generalsociety.org/mechanicsinstitute/</a>  20 W 44th St. NY, NY 10036 212.840.7648	<u>Services:</u> Mechanics' Institute tuition-free programs in the building and construction trades include: -Architectural Drafting -Electrical Technology -HVAC Systems -Plumbing Design -Project Management -Construction Documents & Design -Historic Preservation -Facilities Management  <u>Requirements:</u> - Annual membership = \$75 - Registration fee per semester = \$100
	<u>Murray Hill Institute</u>	<a href="http://www.murrayhillinstitute.org">www.murrayhillinstitute.org</a>  243 Lexington Avenue New York, NY 10016 646.742.2853	<u>Services:</u> - Conferences, seminars, & publications providing women with information and support to be positive influences in their professional lives & society  <u>Requirements:</u> - Women with a University degree
	<u>NEW (Nontraditional Employment for Women)</u>	<a href="http://www.new-nyc.org/index.html">www.new-nyc.org/index.html</a>  243 West 20th Street New York, NY 10011 (212) 627-6252	<u>Services:</u> Training in blue-collar, non-traditional fields for women, along with holistic support upon job placement. Wages in your first year will range from \$10 – \$17. Once a woman completes the apprenticeship program, she can earn as much as \$45.00/hr. Excellent medical benefits. Pensions and paid annuities. Training. Many blue-collar jobs offer technical classroom training as well as on-the-job training  <u>Requirements:</u> Females that: Are at least 18 years of age; Have a high school diploma or GED (General Equivalency Diploma); Are interested in pursuing a skilled blue-collar career; Are willing and able to perform 8 hours of physical work; and Want to change their lives.
	<u>United Cerebral Palsy of New York City</u>	<a href="http://www.ucpnyc.org">www.ucpnyc.org</a>  212.979.9700	<u>Services:</u> - Employment information and referral services  <u>Requirements:</u> - Individuals with cerebral palsy and other severe disabilities

	<u>Year Up New York City</u>	<a href="http://www.yearup.org/locations/new_york.htm">www.yearup.org/locations/new_york.htm</a>  55 Exchange Place Suite 403 New York, New York 10005 212.785.3340	Year Up is a one-year, intensive training program that provides urban young adults 18-24, with a unique combination of technical and professional skills, college credits, an educational stipend and corporate internship. Year Up enables graduates to move on to full-time employment and higher education. Year Up's results to date:  - 100% placement of qualified students into internships - 95% of interns meet or exceed partner expectations - 84% of graduates employed or in college full time within four months of graduation - \$15/hr average wage at placement
	<u>Urban Justice Center- Domestic Violence Project</u>	<a href="http://www.urbanjustice.org">www.urbanjustice.org</a>  123 William St. 16 <sup>th</sup> Fl. New York, NY 10038 646.602.5600	S.T.A.R.T. Job Readiness Program engages, educates and empowers domestic violence survivors ages 18 and over to be more marketable individuals as a means to foster financial independence in the New York City workforce via offering ESL Classes, Career Counseling, Financial Literacy, Health & Wellness training, and Parenting Techniques.
<b>Queens</b>	<u>Catholic Charities of Queens</u>	<a href="http://www.ccbq.org">www.ccbq.org</a>  23-40 Astoria Boulevard Astoria, NY 11102 718.726.9790  90-39 189th Street Hollis, NY 11423 718.217.1238	<u>Services:</u> - Access to computers, fax & copier machines for job search, resume writing, career counseling, job placement assistance, Microsoft Office Skill Check, workshops, literacy classes, computer classes, ESL, events, referrals to certificate training programs  <u>Requirements:</u> - Walk-ins welcome, but must complete registration process and make an appointment with employment counselor to use services - Complete CCBQ questionnaire - Bring photo ID
	<u>Goodwill Training Classes - Queens</u>	42-15 Crescent St 718.361.9480	<u>Services:</u> - ESL Classes; GED Preparation; Adult Basic Education - Microsoft Office Skills; Web design
	<u>Mayor's Office of Immigrant Affairs - Workforce1 Career Centers - Queens</u>	168-25 91st Ave., 2nd Fl. 718.557.6755 M-F: 8:30 a.m. - 5 p.m.	<u>Services:</u> - Provide one-stop shopping for city's job-seekers, including career advisement, job search counseling, skills training, & job placement  <u>Requirements:</u> - Immigrants
	<u>Self-Help Community Services</u>	<u>Queens &amp; Long Island</u> 516.505.2572	<u>Services:</u> - Home Health Aide training with competitive hourly and live-in rates, vacation and health benefits, full free training  Languages: English, Spanish

<b>Staten Island</b>	<u>Office of Vocational &amp; Educational Services for Individuals with Disabilities (VESID)</u>	<u>Staten Island Satellite Office</u> 1139 Hylan Blvd. 718.816.4800	<u>Services:</u> - Vocational assessment, vocational counseling, assistance with transition from school to work, job training & placement, job follow-up - Vocational rehabilitation <u>Requirements:</u> - Individuals with disabilities
<b>Long Island</b>	<u>Goodwill - HempsteadWorks Career Center</u>	<a href="http://www.hempsteadworks.com">www.hempsteadworks.com</a>  50 Clinton St. Suite 400 Hempstead, Freeport, & Hicksville, NY 516.485.5000	- Career counseling, referrals and information about the job market, child care, transportation & financial assistance - Comprehensive job search resources, including a computerized job bank, internet, resume and cover letter writing software, job search videos and CD-ROMs, and phones, faxes, and photocopiers.

## D. EMPLOYMENT AGENCIES & YOUR RIGHTS

We recognize that certain clients may choose to seek employment through a for-profit agency. In this section, we provide a description of New York City residents' rights when seeking employment through an agency. Please note that the following is a summary of information from the New York City's Department of Consumer Affairs' brochure, "What You Need to Know About Employment Agencies," which is available in full at [http://www.nyc.gov/html/dca/downloads/pdf/employment\\_agency.pdf](http://www.nyc.gov/html/dca/downloads/pdf/employment_agency.pdf) (last visited May 10, 2011). If you know of an employment agency which violates any of these laws, rules, or regulations, please call 311.

### *Employment Agencies' Legal Requirements*

<b>MUST</b>	<b>MAY</b>	<b>CANNOT</b>
<ul style="list-style-type: none"> <li>- Provide a description of all jobs available for referral, and must include the employer's name &amp; address, the wages, the work hours, services expected of employees, and agency fee.</li> <li>- If they do not, call 311.</li> </ul>	<ul style="list-style-type: none"> <li>- Charge a fee, either before finding you a job or as a percentage of your salary and the fees must not exceed maximums set out in NYS General Business Law.</li> </ul>	<ul style="list-style-type: none"> <li>- Guarantee you that they will find you a job.</li> </ul>
<ul style="list-style-type: none"> <li>- Show you the entire contract before you sign it. Be sure to read it in its entirety and very carefully.</li> </ul>		<ul style="list-style-type: none"> <li>- Refer you to a job that pays less than minimum wage.</li> </ul>
<ul style="list-style-type: none"> <li>- Must provide you with an agreement in writing, which must include all terms of the agreement, and must be signed by both you and the agency.</li> </ul>		<ul style="list-style-type: none"> <li>- Refer you to a job that does not pay overtime.</li> </ul>
<ul style="list-style-type: none"> <li>- Be licensed by the NYC Department of Consumer Affairs. Look for this license in the agency's office.</li> </ul>		<ul style="list-style-type: none"> <li>- Ask about your nationality, age, marital status, or number of children.</li> </ul>
<ul style="list-style-type: none"> <li>- Provide anyone seeking domestic work with a statement of their rights and the employer's responsibilities.</li> </ul>		
<ul style="list-style-type: none"> <li>- Return any fees charged if you decide to end your contract with them before they have found you a job.</li> </ul>		

## E. PERSONAL FINANCE

This section specifically addresses the area of personal financial literacy, providing information regarding classes designed to teach students to budget, save, and otherwise become financially empowered.

Location	Organization	Address & Contact Information	Services Offered & Requirements
Citywide	<u>Credit Where Credit is Due - Single Stop Program</u>	<a href="http://www.cwcid.org/index.html">www.cwcid.org/index.html</a>  Main office: 4211 Broadway # 16 New York, NY 10033 212.927.5771  Single Stop locations are throughout the boroughs, call to find nearest Partner Agency	<u>Single Stop Program</u> The Single Stop Program offers free, one-on-one confidential benefits, legal and financial counseling to low-income families across New York City. The Single Stop Program has expertise providing a demand-driven, individualized financial counseling service that addresses concrete financial concerns and which engages the client in a more comprehensive financial assessment and plan. Their program serves approximately 1,500 individuals annually at over 15 Single Stop Sites in Manhattan, Brooklyn, the Bronx, and Staten Island.  <u>Getting Ahead Program</u> The "Getting Ahead" Program is housed in Partnering Agencies throughout New York City, serving approximately 1,500 individuals each year. These programs reach the most marginalized members of our society, including public assistance recipients, ex-offenders, domestic violence survivors and the formerly homeless.
	<u>NYC's Department of Consumer Affairs - Office of Financial Empowerment</u>	<a href="http://www.nyc.gov/html/ofe">www.nyc.gov/html/ofe</a>  Main Office: 42 Broadway, 8th Floor New York, NY	The Office of Financial Empowerment (OFE) is the first local government initiative in the nation with a mission to educate, empower, and protect New Yorkers with low incomes so they can build assets and make the most of their financial resources. Toward that end, OFE seeks to increase access to high-quality, low-cost financial education and counseling; improve access to income-boosting tax credits; connect households to safe and affordable banking and asset-building products and services; and enforce and improve consumer protections to enhance financial stability. Call 311 for Financial Empower Center nearest to your home.
	<u>Bank of Manhattan / Cuenta con Manhattan</u>	<u>Contact:</u> 877.646.2BANK to find nearest location;	<u>Services:</u> <ul style="list-style-type: none"> <li>- Help unbanked New Yorkers enter the financial mainstream via checking and savings accounts</li> <li>- Provide opportunities for financial education in the community via NYC Financial Empowerment Centers (listing above in this Guide)</li> <li>- Low-cost checking: \$25 minimum, \$0-\$6 monthly fee</li> <li>- Financial Education Mini-Grant Program</li> </ul>

<b>Bronx</b>	<u><a href="#">NYC Financial Empowerment Centers - Bronx</a></u>	<a href="http://www.nyc.gov/html/ofe/html/fin/d/find.shtml">www.nyc.gov/html/ofe/html/fin/d/find.shtml</a>  2155 Blackrock Ave. Central Scheduling Phone Number for All Locations 347.329.3929  848 Concourse Village West 718.732.8136 M-F, 9-6  1071A East Tremont Avenue 718.620.1900 M, W, R, F, 9-5  3125 Third Avenue (at 159th Street) 347.329.3929 M-F, 9-5	The City's FREE Financial Empowerment Centers can help you take control of your debt, improve your credit, deal with debt collection, create a budget, open a bank account, and much more. One-on-one financial counseling is provided for FREE by professional counselors in person or by phone in English, Spanish, and Chinese. Call to make an appointment at the Financial Empowerment Center nearest you.
<b>Brooklyn</b>	<u><a href="#">NYC Financial Empowerment Centers - Brooklyn</a></u>	<a href="http://www.nyc.gov/html/ofe/html/fin/d/find.shtml">www.nyc.gov/html/ofe/html/fin/d/find.shtml</a>  100 Pennsylvania Avenue, 2nd Floor 646.810.4050 ext. 112  1406 Fulton Street 718.636.6994 M-Sat, hours vary	The City's FREE Financial Empowerment Centers can help you take control of your debt, improve your credit, deal with debt collection, create a budget, open a bank account, and much more. One-on-one financial counseling is provided for FREE by professional counselors in person or by phone in English and Spanish. Call to make an appointment at the Financial Empowerment Center nearest you.
<b>Manhattan</b>	<u><a href="#">NYC Financial Empowerment Centers - Manhattan</a></u>	<a href="http://www.nyc.gov/html/ofe/html/fin/d/find.shtml">www.nyc.gov/html/ofe/html/fin/d/find.shtml</a>  111 Division Street 212.964.2288 Services in Chinese at this location.  307 West 36th Street, 12th Floor 212.519.2512  37 Avenue B 646.264.1365  314 West 54th Street 646.264.1365  215 West 125th Street, 6th Floor 646.264.1365  76 Wadsworth Avenue 212.822.8315, 212.453.5365	The City's FREE Financial Empowerment Centers can help you take control of your debt, improve your credit, deal with debt collection, create a budget, open a bank account, and much more. One-on-one financial counseling is provided for FREE by professional counselors in person or by phone in English, Spanish, and Chinese. Call to make an appointment at the Financial Empowerment Center nearest you.

<p><b>Queens</b></p>	<p><u>NYC Financial Empowerment Centers - Queens</u></p>	<p><a href="http://www.nyc.gov/html/ofe/html/find/find.shtml">www.nyc.gov/html/ofe/html/find/find.shtml</a></p> <p>74-09 37th Avenue Jackson Heights, NY 11372 646.810.4050 x 112</p> <p>30-20 Thomson Avenue, Suite B-309 Long Island City, NY 11101 646.810.4050 x 112</p> <p>87-80 Merrick Blvd., 2nd Fl. Jamaica, NY 11432 646.810.4050 x 112 M-F, hours vary</p>	<p>The City's FREE Financial Empowerment Centers can help you take control of your debt, improve your credit, deal with debt collection, create a budget, open a bank account, and much more. One-on-one financial counseling is provided for FREE by professional counselors in person or by phone in English, Spanish, and Chinese. Call to make an appointment at the Financial Empowerment Center nearest you.</p>
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## F. FINANCIAL AID FOR HIGHER EDUCATION

This section provides information regarding financial aid resources available to immigrants seeking higher education. Unlike the rest of this guide, the resources provided in this section are not New York City-based, but rather are general sources of information for immigrants seeking financial aid. Students can use the information in these resources to apply for financial aid from anywhere in the country.

The chart below also provides introductory information regarding the eligibility requirements for federal financial aid, which varies according to immigration status. As a general matter, all United States citizens and Legal Permanent Residents (LPRs) are eligible for federal financial aid, as well as certain other non-citizens. Please note that eligibility for federal financial aid may be complicated for non-citizens and the table below is by no means a comprehensive resource. The Department of Education may require eligible non-citizens to document their eligibility through additional forms and processes. In addition, eligibility for certain forms of financial aid may vary from state-to-state depending upon the student's immigration status. Finally, in some states, including New York, non-citizens may be eligible for in-state tuition at state universities and certain forms of private financial aid, such as private loans, even when they are not eligible for federal financial aid.

It is extremely important that this section be viewed as an introductory informational source only, and not be relied upon in any way when applying for financial aid. It is critical that immigrant students thoroughly research their personal immigration status as it relates to potential financial aid eligibility. All of the information below was obtained from the 2010-2011 Federal Student Aid Handbook, Volume 1 – Student Eligibility, Chapter 2: Citizenship, available in full at Information for Financial Aid Professionals, <http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol1Ch2.pdf> (last visited May 9, 2011).

### Non-Citizens Eligible for Federal Financial Aid

<b>Immigration Status</b>	<b>Details of Eligibility</b>
<ul style="list-style-type: none"> <li>• <i>U.S. Citizen</i></li> </ul>	<ul style="list-style-type: none"> <li>• Generally eligible for all forms of federal financial aid. Department of Education (DOE) performs a match against the application to confirm citizenship status.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Legal Permanent Resident (LPR)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Generally eligible for all forms of federal financial aid. DOE performs a match against the application to confirm LPR status.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Refugees</i></li> </ul>	<ul style="list-style-type: none"> <li>• Refugees receive indefinite employment authorization, which continues unless revoked by the Department of Homeland Security (DHS) or until LPR status is granted.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Victims of human trafficking</i></li> </ul>	<ul style="list-style-type: none"> <li>• Victims of human trafficking hold the same eligibility as refugees, but the Department of Health and Human Services, rather than DHS, is the certifying agency.</li> <li>• The spouse, child, or parent of such victim may also be eligible.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Asylees</i></li> </ul>	<ul style="list-style-type: none"> <li>• Asylees receive indefinite employment authorization, which continues unless revoked by the Department of Homeland Security (DHS) or until LPR status is granted.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Conditional entrants</i></li> </ul>	<ul style="list-style-type: none"> <li>• Refugees who entered the U.S. under the 7<sup>th</sup> preference category of P.L. 89-236, or adjusted to LPR under that category.</li> <li>• NOTE: DHS stopped using this category on March 31, 1980.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Persons paroled into the U.S. for at least one year</i></li> </ul>	<ul style="list-style-type: none"> <li>• Such parolee must provide evidence (such as a valid pending LPR application) from DHS that they are in the U.S. for other than a temporary purpose and intend to become a citizen or LPR.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Cuban-Haitian Entrants</i></li> </ul>	<ul style="list-style-type: none"> <li>• As defined by Section 501(e) of the Refugee Education Assistance Act of 1980.</li> </ul>

<ul style="list-style-type: none"> <li>• <i>Self-petitioning, Suspension of deportation, and Cancellation of removal cases under the Violence Against Women Act (VAWA)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Please note that DHS requires substantial documentation of each of these statuses in order to claim eligibility for federal financial aid.</li> <li>• The children of the VAWA-status individual may also be eligible.</li> <li>• <u>Self-petitioning</u>: a <i>Form I-797 approval notice or “prima facie” finding notice of a Form I-360 self-petition under VAWA</i> makes an individual eligible for federal financial aid. If a prima facie notice is issued, it must not have expired.</li> <li>• <u>Suspension of deportation</u>: a <i>non-expired immigration court order clearly indicating suspension of deportation</i> makes an individual abused under the VAWA eligible for federal financial aid.</li> <li>• <u>Cancellation of removal</u>: a <i>non-expired immigration court order clearly indicating cancellation of removal</i> makes an individual abused under the VAWA eligible for federal financial aid.</li> </ul>
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### **Immigration Statuses Ineligible for Federal Financial Aid**

<b>Immigration Status</b>	<b>Details of Non-eligibility</b>
<ul style="list-style-type: none"> <li>• <i>Family unity status</i></li> </ul>	<ul style="list-style-type: none"> <li>• Individuals granted relief under the Family Unity Program.</li> <li>• Such individuals were previously eligible, but no longer are.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Temporary residents</i></li> </ul>	<ul style="list-style-type: none"> <li>• Individuals allowed living and working in the U.S. under the Legalization or Special Agricultural Worker Program.</li> <li>• Such individuals were previously eligible, but no longer are.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Persons with Non-immigrant visas</i></li> </ul>	<ul style="list-style-type: none"> <li>• Includes those with work visas, students, visitors, and foreign government officials.</li> </ul>

### **FINANCIAL AID RESOURCES**

<b>Location</b>	<b>Organization</b>	<b>Address &amp; Contact Information</b>	<b>Services Offered &amp; Requirements</b>
Citywide	<u>Paul &amp; Daisy Soros Foundation Fellowship for New Americans</u>	<a href="http://www.pdsoros.org">www.pdsoros.org</a> 400 West 59th St, 4th Fl. New York, NY 10019 Tel: 212.547.6926 Fax: 212.548.4623	<u>Services:</u> <ul style="list-style-type: none"> <li>• Thirty fellowships awarded annually</li> <li>• Each fellowship supports up to two years of graduate study – in any field and in any advanced degree-granting program – in the United States.</li> <li>• Each award is for up to \$25,000 in maintenance grants and up to \$20,000 in tuition support for each year of graduate study supported, a total of as much as \$90,000.</li> <li>• Selection criteria emphasize creativity, originality, initiative, and sustained accomplishment.</li> <li>• The program values a commitment to the constitution and the bill of rights.</li> </ul> APPLY ONLINE  <u>Requirements:</u> <ol style="list-style-type: none"> <li>1. <i>Status as a New American</i> <ul style="list-style-type: none"> <li>- Either a foreign born, naturalized USC or an LPR</li> <li>- If neither, your parents must be foreign born</li> </ul> </li> <li>2. <i>Age</i> <ul style="list-style-type: none"> <li>- Under 31 as of application date</li> </ul> </li> <li>3. <i>Academic Standing</i> <ul style="list-style-type: none"> <li>You must be a college senior in good standing or hold a bachelor’s degree.</li> <li>If you are currently enrolled in a graduate program in the United States, you must be in your first or second year in that program.</li> </ul> </li> </ol>

	<u>Free Application for Federal Student Aid</u>	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>	<u>Services:</u> - Various federal grants up to \$4,000 and loans (up to \$4,000 undergraduate and \$6,000 graduate) to pay for studies.  <u>Requirements:</u> <ul style="list-style-type: none"> <li>• Be a U.S. citizen or</li> <li>• Have a valid Social Security Number (unless you're from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).</li> <li>• Be registered with Selective Service if you are male and 18 to 25 years of age (go to <a href="http://www.sss.gov">www.sss.gov</a> for more information).</li> <li>• Have a high school diploma or a General Education Development (GED) Certificate or pass an exam approved by the U.S. Department of Education.</li> <li>• Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at a school that participates in the federal student aid programs.</li> <li>• Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study).</li> <li>• You must not owe a refund on a federal grant or be in default on a federal student loan.</li> <li>• You must demonstrate financial need (except for unsubsidized Stafford Loans).</li> </ul>
	<u>City University of New York</u>	Various Locations in NYC  <a href="http://www.cuny.edu/admissions/financial-aid/student-eligibility/resident-temp.html">http://www.cuny.edu/admissions/financial-aid/student-eligibility/resident-temp.html</a>	- Describes financial assistance available to undocumented students at CUNY as well as generally
	<u>Get Ready for College</u>	<a href="http://www.getreadyforcollege.org/pdfGR/ScholarshipsUndocumented.pdf">www.getreadyforcollege.org/pdfGR/ScholarshipsUndocumented.pdf</a>	- Excellent list of scholarships available to undocumented immigrants
	<u>College Board</u>	<a href="http://professionals.collegeboard.com/guidance/financial-aid/undocumented-students">http://professionals.collegeboard.com/guidance/financial-aid/undocumented-students</a>	- Advice for undocumented and immigrant students seeking financial aid
	<u>Geneseo Migrant Center</u>	<a href="http://www.migrant.net/migrant/scholarships.htm">www.migrant.net/migrant/scholarships.htm</a>	- Provides links to several scholarships available to immigrants
	<u>NY Gear UP</u>	<a href="http://www.nygearup.org/collegesense/expert/undocumented/index.htm">www.nygearup.org/collegesense/expert/undocumented/index.htm</a>	- Information about financial aid for undocumented students and immigrants
	<u>FinAid</u>	<a href="http://www.finaid.org/otheraid/undocumented.phtml">www.finaid.org/otheraid/undocumented.phtml</a>	- Provides information and resources for undocumented students on applying for financial aid and scholarships
	<u>University of Houston Law Center</u>	<a href="http://www.law.uh.edu/ihelg/undocumented/homepage.html">www.law.uh.edu/ihelg/undocumented/homepage.html</a>	- Provides information on recent developments in financial aid for undocumented students

## G. SMALL BUSINESS RESOURCES

This section provides information for low-cost or free programs specifically-tailored to immigrant or low-income, small-business entrepreneurs.

Location	Organization	Address & Contact Information	Services Offered & Requirements
Citywide	<a href="#">City Bar Justice Center - Neighborhood Entrepreneur Law Project</a>	<a href="http://www.citybarjusticecenter.org">www.citybarjusticecenter.org</a> 42 W. 44th St. 212.382.6633	<p>Provides free legal services related to:</p> <ul style="list-style-type: none"> <li>- Business structure, forming a corporation, sole proprietorship, LLP or LLC;</li> <li>- Reviewing &amp; negotiating commercial leases;</li> <li>- Protecting trademarks &amp; copyrights;</li> <li>- Preparing sales &amp; service contracts;</li> <li>- Dealing with employment law matters, including drafting &amp; reviewing employment agreements;</li> <li>- Reviewing loan documents; and</li> <li>- Obtaining necessary city, state &amp; federal licenses &amp; registrations</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Small business owners from low to mid-range income</li> <li>- Owners of new or existing businesses located in NYC</li> <li>- Current yearly household gross income falls within CBJC guidelines</li> <li>- Insufficient funds to hire an attorney</li> </ul>
	<a href="#">NYC Business Solutions Centers</a>	<a href="http://www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml">www.nyc.gov/html/sbs/nycbiz/html/about/about.shtml</a>  Call 311	<p>NYC Business Solutions offers businesses in New York City nine free services to help them succeed:</p> <ul style="list-style-type: none"> <li>• <a href="#">Business Courses</a> – learn business skills</li> <li>• <a href="#">Legal Assistance</a> – receive legal advice</li> <li>• <a href="#">Financing Assistance</a> – access a loan</li> <li>• <a href="#">Incentives</a> – access tax credits &amp; other incentives</li> <li>• <a href="#">Navigating Government</a> – cut through red tape</li> <li>• <a href="#">Recruitment</a> – save money when hiring</li> <li>• <a href="#">Training</a> – boost staff skills</li>   <li>• <a href="#">Selling to Government</a> – reach new customers</li> <li>• <a href="#">Certification</a> – become M/WBE certified</li> </ul>

	<u>Small Business Development Centers</u>	<a href="http://www.nyssbdc.org/locations/locations.html">www.nyssbdc.org/locations/locations.html</a>  800.732.SBDC	The mission of the SBDC is to provide professional business advisement, education, network resources and to advocate for small business and entrepreneurs. There are various locations around New York City at colleges and universities that offer different free programs.
	<u>SCORE</u>	For more information, visit <a href="http://www.score.org">www.score.org</a> . Various locations at public libraries and other locations throughout New York City.	SCORE, Counselors to America's Small Business, is a volunteer, non-profit association. Through free, individual in-depth counseling and training, SCORE volunteers help prospective and established small business owners and managers identify problems, determine the causes, and find solutions. SCORE also helps successful firms in planning for expansion. For more information, visit <a href="http://www.score.org">www.score.org</a>  Any small business can obtain free, confidential help. Whether considering starting your own business, have a business that is experiencing problems, are ready to expand, or need some other type of advice, SCORE can help.
<b>Manhattan</b>	<u>Accion NY</u>	<a href="http://www.accionnewyork.org">www.accionnewyork.org</a>  115 East 23rd St., 7th Fl. New York, NY 10010 212.387.0377	<u>Micro-loans</u> - Multiple languages including Spanish, French and English - Consulting for small businesses

	<p><u>Business Center for New Americans</u></p>	<p><a href="http://www.nybcna.org/">http://www.nybcna.org/</a></p> <p>120 Broadway, Suite 230 New York, NY 10271</p> <p><u>Contact:</u> <i>General Information</i> 212.898.4127 212.898.4130 212.898.4167 <i>Refugee Program</i> 212.898.4130 212.898.4126 212.898.4125</p>	<p><u>Micro-loans:</u></p> <ul style="list-style-type: none"> <li>- From \$500-\$35,000 for business startup or expansion</li> <li>- Fixed rate of 8% for loans above \$3,000 and 10% for loans \$3,000 and below</li> <li>- Very low application and closing fees (\$25-\$50)</li> </ul> <p><u>Savings Matching Program:</u> Monthly savings matched at 1:1 rate for (1) first home purchase or (2) microenterprise capitalization; up to \$2,000 per individual or \$4,000 per family</p> <p><u>Trainings:</u> In personal financial management, first time home buyer's training Also offer one-on-one advice and classes on business management and e-commerce</p> <p><u>Household income must not exceed (per # members):</u></p> <table border="0"> <tr> <td>1 - \$20,800</td> <td>2 - \$28,000</td> </tr> <tr> <td>3 - \$35,300</td> <td>4 - \$42,400</td> </tr> <tr> <td>5 - \$49,600</td> <td>6 - \$56,800</td> </tr> <tr> <td>7 - \$64,000</td> <td>8 - \$71,200</td> </tr> </table> <p><u>Credit Requirements:</u></p> <ul style="list-style-type: none"> <li>- Established via rent or utility receipts and trade references</li> <li>- Also need guarantor with acceptable income level and good credit</li> </ul> <p><u>Languages:</u> English; Spanish; Russian; Chinese; French; Creole; Bassa; Kru; Tibetan; Nepali; Vietnamese.</p>	1 - \$20,800	2 - \$28,000	3 - \$35,300	4 - \$42,400	5 - \$49,600	6 - \$56,800	7 - \$64,000	8 - \$71,200
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	<p><u>Hot Bread Kitchen Incubates</u></p>	<p><a href="http://www.HotBreadKitchen.org">www.HotBreadKitchen.org</a></p> <p>1607 Park Avenue New York, NY 10029 212.369.3331</p>	<p>Enterprise development program that supports start-up food entrepreneurs in launching scalable food businesses, with a particular focus on creating more paths to business ownership for low-income women and minorities. Program members pay a yearly membership fee of \$500 to have access to flexible time in commercial kitchens at sliding scale rates, offering the opportunity to cook or bake their products without the expense of building and equipping their own commercial kitchens. Heavily subsidized membership fees and rental rates are available for applicants whose household income is no more than 250% of the federal poverty level. HBK Incubates also offers business and kitchen support programs specifically geared towards growing a start-up business:</p> <ul style="list-style-type: none"> <li>- Access to industry, distribution and media relationships</li> <li>- Assistance refining and scaling-up recipe(s)</li> <li>- Training in efficient use of kitchen time</li> <li>- Hands-on coaching and management assistance</li> </ul>								

			<ul style="list-style-type: none"> <li>- Workshops in business and culinary topics</li> <li>- Exposure to a vibrant and dynamic entrepreneurial environment</li> <li>- Partnership opportunities with other businesses in the incubator</li> </ul>
	<u>Project Enterprise</u>	<a href="http://www.projectenterprise.org">www.projectenterprise.org</a>  144 W 125th St. 4th Fl. New York, NY 10027 212.678.6734	Project Enterprise's mission is to support and develop entrepreneurs and small businesses in under-resourced communities in New York City.  <u>Services:</u> <ul style="list-style-type: none"> <li>- Provides micro loans</li> <li>- Business development services</li> <li>- Networking opportunities</li> </ul>
	<u>Women's Venture Fund</u>	<a href="http://www.wvf-ny.org">www.wvf-ny.org</a>  318 W 39th St. New York, NY 10018 212.563.0499	Women's Venture Fund helps women entrepreneurs start, build and grow their own businesses. <u>Services:</u> <ul style="list-style-type: none"> <li>- financial and business courses</li> <li>- financial counseling</li> <li>- credit and more.</li> </ul>
<b>Queens</b>	<u>Grameen America</u>	<a href="http://www.grameenamerica.com">www.grameenamerica.com</a>  72-16 Roosevelt Ave. 2nd Fl. Suite 2-R Jackson Heights, NY 11372 646.429.8651	<ul style="list-style-type: none"> <li>- Provides members with opportunities for entrepreneurship through micro credit</li> <li>- Members must also have a personal savings account</li> <li>- Grant 6-12 months small business loans in conjunction with a minimum savings requirement</li> </ul> <u>Requirements</u> Poor and/or immigrant women, earning less than \$10,000 annually or \$5,000 per individual in a family of 2 or more  <u>Initial Requirements</u> <ol style="list-style-type: none"> <li>1. Required to form a group of 5 members;</li> <li>2. Must be able to trust each other;</li> <li>3. Only one member per household may apply;</li> <li>4. Close relatives (mothers, sisters, aunts, or in-laws) are not allowed to be members of the same group</li> <li>5. Each member must have a personal savings account with GA.</li> </ol> <p>There are also ongoing participatory requirements once a group is accepted.</p>