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On Your Own

Information and Resources for Persons Convicted or Incarcerated and Residents of the Capital District

"Celebrating 30 years of Service"

A Publication of the Center for Law and Justice, Inc.
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From the Executive Director

2015 will mark the 30th anniversary of the founding of the Center for Law and Justice. Since then, the Center has served more than 75,000 people who were incarcerated in our county jails and state prisons and their family members and friends. We have educated hundreds of school students about their legal rights and civic responsibilities. And, we have advocated for the extension of civil and human rights to all people in our society while demanding reform of our criminal justice system and other key institutions.

A number of new and experimental programs and reports have been offered over this time. They include: Street Smart, the Jeffrey Wood Reentry Center, African American film Series, First Stop, the Men's Group, Criminal Justice Annual Conferences, Prison/Community Legislative Conferences, and Upstate Campaign to end the New Jim Crow. Our criminal justice and legal rights publications have made great contributions to understanding civil rights and the impact of certain policies on the people we serve. Hopefully people will recall the Advocate; Street Smart; On Your Own; To Protect and Serve? A status Report on the Relationship between Community and the Albany Police Department; New York Criminal Procedure, A Basic Community Guide; The Disproportionate impact of the Criminal Justice System on People of Color in the Capital Region; Pathway to Change: African Americans and Community Policing in Albany; What Have We Done: Mass *Incarceration and the Targeting of Albany's Black Males by Federal, State,* and Local Authorities.

Of course we have done much, much more over the past 30 years. All of our accomplishments were possible because of the many dedicated staff members, student interns, volunteers, supporters and clients who were committed to our mission and gave so much of themselves to the Center. In return they learned so much about people, communities, institutions, and life. Their experience at the Center allowed them to move on and do good work elsewhere. We remember people like Robin Busch, Kalimah Jenkins, Dan Salvin, Annie Rody-Wright, Richard Smith, Margaret Sim, Lafonso Bonner, Janet Rothacker, Jennifer Green, and far too many to mention here.

We hope that this new publication of On Your Own will reach and help thousands more.

Dedication and Inspiration

This directory is dedicated to Nelson Mandela, activist and South African anti-apartheid revolutionary, and President of South Africa (1994-1999).

Nelson Mandela 1918-2013

"For to be free is not merely to cast off one's chains, but to live in a way that *respects and enhances the freedom of others."*

"Difficulties break some men but make others. No axe is sharp enough to cut the soul of a sinner who keeps on trying, one armed with the hope that he will rise even in the end."

"Everyone can rise above their circumstances and achieve success if they are dedicated to and passionate about what they do."

"It is said that no one truly knows a nation until one has been inside its jails."

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- ***The Rotary Club of Albany, New York***
- ***The TIDES Foundation***
- ***Lila L. Touhey***

Center Mission

The Center no longer engages in client management services, but makes referrals to other service centers in the community. The Center provides criminal justice education, advocacy, and policy analysis. The Center is also a clearinghouse for information deemed critical to those returning to our community and their families. We hope that On Your Own can help you transition back into the community.

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

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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.

The organizations in this directory are listed alphabetically, according to the services that they provide. The table of contents provides an outline for the service areas that are covered by this guide. Resources are also listed alphabetically in the index at the back of this booklet.

Additional Resource Guides

"On Your Own" 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
www.nypl.org/branch/services/connections
http://tinyurl.com/connectionsNYC

"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"
P.O. Box 102, Katonah, NY 10536
http://tinyurl.com/westchestercounty

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/exoffenders.htm
http://tinyurl.com/findingurway

For the Rochester area:
"Making Moves"
Extension Department
Monroe County Library System
115 South Avenue, Rochester, NY 14604
http://tinyurl.com/rochesterguide

For Erie County
"Connections"
Buffalo & Erie County Public Library
Extension Services
1 Lafayette Square, Buffalo, NY 14203
www.buffalolib.org/content/institutional-services
http://tinyurl.com/eriecounty
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 of On Your Own can be found online at www.cflj.org under resources

Please note: Most of the links to the listed resource guides either open or automatically download the PDF version of each guide. They do not take you to a web page.

Some URL's in this directory have been shortened to increase ease of use.

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Legal Rights and Information for People with a Criminal Conviction

I. First Steps

A. Birth Certificates

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 #2544
Albany, NY 12207

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
Troy City Hall
433 River Street
Troy, NY 12180

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

B. 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 offices in the Capital 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
- Employee ID card/Student ID card
- Passport
- Health insurance card (not Medicare)
- State issued non-driver ID card
- U.S. Military ID card
- Photo Benefit Card

C. 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.

D. Obtaining a Non-Driver Photo ID Card, Obtaining

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 ID. See the DMV website at: www.nysdmv.com for more information.

II. Employment Discrimination and Job Information

A. 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.))

B. 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.

C. Discrimination Based on Conviction

If you are applying for a job in a health care or child care 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 (see pg. 14). Additional information can be found at www.health.state.ny.us.

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.

D. 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 have 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.

E. Incentives for Employers

1. 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 all target groups 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.

a. 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:
   - ETA Form 9061, "Individual Characteristics Form," if the new hire has not been given a conditional certification, or
   - 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

2. 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

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

1. 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 $60.75 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.

2. 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.

a. Certificate of Relief from Disabilities
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 Division of Parole (see address below).

b. Certificate of Good Conduct
If you have more than one felony, you may apply for a Certificate of Good Conduct. To apply, contact the Division of Parole:

New York State Division of Parole
Executive Clemency Bureau
97 Central Avenue
Albany, NY 12206
Telephone: (518) 485-8953

Download Application at: www.parole.state.ny.us/pdf/parolecert.pdf

3. 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

G. Where to Get Help with Problems of Discrimination Based on Arrest or Conviction

1. New York State Division of Human Rights
   Corning Tower, 28th Floor, Empire State Plaza,
   P.O. Box 2049, Albany, NY 12220
   Telephone: (518) 474-2705 or (518) 474-245707

   Download Complaint form at:
   www.dhr.ny.gov/pdf/complaint-form.pdf

2. Legal Action Center
   225 Varick Street, 4th Floor, New York, NY 10014
   Telephone: (212) 243-1313 Fax: (212) 675-0286
   Website: www.lac.org

H. Sealing Your Conviction Records

Arrests that result in conviction of a violation can be sealed (see page 15, #2.) However, misdemeanor and felony convictions **cannot** be sealed with the exception of convictions for which youthful offender status was granted.

Having a sealed case means that a particular 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.

A sample letter to the Court Requesting Sealing of a Record is available at www.cflj.org under the section Resources and Publications. Note: This same letter can be used to seal a juvenile delinquency addressed to the appropriate Family Court.

1. 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.

2. 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. A sample letter to Request Corrections to your rap sheet is available at www.clfj.org under the section Resources and Publications.

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.

3. 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.

III. Parole

A. Parole

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

1. 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 other 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.

2. 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.

3. 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 will be making frequent home visits, and you will 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.

4. 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.

5. 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.

6. 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.

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

B. 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.

1. 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.

2. 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.

a. 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.

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

a. 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.

b. Delinquent Status:

You may be declared delinquent in four situations:

1. When there is a reasonable cause to believe that you have absconded from supervision;
2. When probable cause has been found at a Preliminary Hearing that you violated one or more of the conditions of release;
3. When you are an alleged parole violator and waive your Preliminary Hearing;
4. 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.

c. 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.

4. 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.

5. 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.

a. 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.

b. 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.

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

a. 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.

i. 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.

b. 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.

i. 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.

c. 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.

d. 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:

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

C. Parole Restoration of Rights

1. Protections against employment discrimination based on criminal conviction

Unless you have a mandatory disability imposed on you by law, the law requires employers with whom you have applied to consider a number of factors, including whether you have a Certificate of Relief from Disabilities or a Certificate of Good Conduct. Also, employers are forbidden to ask about or consider arrests that did not lead to conviction. Employers and licensing agencies are prohibited from denying your application because of a criminal record unless:

- A direct relationship between one or more of the previous criminal offenses and the specific license or employment sought; or
- The issuance of the license or the granting of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

As a result of felony and certain misdemeanor convictions, you may be prohibited by law from engaging in certain types of employment and from applying for certain types of licenses.

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.

2. 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.

3. 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.

4. 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.

5. 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.

6. How to submit Certificate Applications

If you have not completed your sentence, you cannot apply directly for a Certificate of Relief 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 Certificate Review Unit of the Division of Parole for Certificates of Relief or Good Conduct. 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.

7. 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.

8. 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.

D. Parole Release and Supervision

1. 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.

2. 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.

3. 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.

4. 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 offense 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.

E. Interstate

1. Paroled to another state
If you are accepted by the other state under the Interstate Compact for Adult Offender Supervision.

2. 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.

F. Appeals and Access to Parole Files

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

IV. Probation / Conditional Discharge

Note: The New York State Division of Probation and Correctional Alternatives (NYS DPCA) regulates probation practice in New York State by publishing rules that county probation departments must follow. From time to time, these rules are revised by DPCA. The most current information regarding probation practice can be obtained by visiting: www.criminaljustice.ny.gov/opca/.

A. Probation Revocation

1. 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.

a. 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.

b. 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.

i. 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.

2. 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.

a. 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.

b. 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.

i. Right to Counsel

The defendant has the right to an attorney at all stages of the violation process.

ii. Standard

A finding that the defendant violated a condition of the sentence must be based on a preponderance of the evidence.

3. Finding of the Court

At the conclusion of the hearing, the court may revoke, continue or modify the defendant's sentence.

a. Revocation

If the court revokes the sentence, the person may be sentenced to a period of imprisonment according to the original crime of conviction.

b. 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.

4. 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.

B. 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.

1. 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:

i. has more than 90 days or an indefinite period of supervision remaining at the time the Sending State transmits the transfer request; **and**
ii. has a valid plan of supervision; **and**
iii. is in substantial compliance with the terms of supervision in the Sending State; **and**
iv. is a resident of the Receiving State; or
v. [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**

[2] Can obtain employment in Receiving State or has means of support.

2. 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

3. 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.

V. Sex offender Regulations

A. 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.

B. 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.

C. 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.

D. 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.

VI. Surcharges and Fees

Penal Law, Section 60.35, states that mandatory surcharges, sex offender registration fees, DNA data fees, supplemental sex offender victim fees, and crime victim assistance fees are required in certain cases.

Persons convicted of the following crimes may be ordered by a NYS court to pay the corresponding fees:

Felony	$300 surcharge plus $25 crime victim assistance fee
Misdemeanor	$175 surcharge plus $25 crime victim assistance fee
Violation	$95 surcharge plus $25 crime victim assistance fee

A. Special Fees

A person convicted of a criminal offense is subject to surcharges and fees that vary by crime and severity.

1. Sex Offenses

A person convicted of a sex offense may be required by the court to pay a supplemental fee of one thousand dollars, in addition to the mandatory surcharge, and other fees.

A person convicted of a sexual offense will likely have to register as a sexual offender and incur a registration fee of $50.00 and a DNA databank fee of $50.00.

ii. Mandated Counseling-fees

Fees will be determined by the Court or where the counseling is received.

2. DNA databank fees

A person convicted of an offense designated by subdivision 7 of Section 995 of the Executive Law will be required to pay a DNA databank fee of $50.00.

In New York State, a convicted person's DNA profile is kept in a DNA databank. In the past, this requirement only pertains to those convicted of violent crimes; however, the requirement has expanded to include those convicted of certain non-violent crimes.

B. Waivers and Deferrals

1. Waivers

Criminal Procedure Law 420.35 states that under no circumstance shall the mandatory surcharge, sex offender registration fee, DNA databank fee, or the crime victim assistance fee be waived. However, the court may waive the crime victim assistance fee if a defendant is an "eligible youth" and the imposition of such fee would work an unreasonable hardship on the defendant, his or her immediate family, or any other person who is dependent on such defendant for financial support.

2. Deferrals
A person upon whom a mandatory surcharge, sex offender registration fee, or DNA databank fee was levied can have an opportunity to present credible and verifiable information establishing that the mandatory charges and fees should be deferred, in whole or part, because the fees would cause an unreasonable hardship on the person or his/ her immediate family. The court will then determine whether or not to defer all or some of the fees. Deferral only postpones payment of the fees to a later date.

3. Failure to Pay
The court **does** have the power to imprison a person for failure to pay fees. The maximum period of imprisonment cannot exceed fifteen days and a court may not direct that a defendant be imprisoned until the mandatory surcharge or fee is satisfied.

Any unpaid balance of the mandatory surcharge, sex offender registration fee or DNA databank fee may be collected in the same manner as a civil judgment.

VII. Educational Programming

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.

Many of these services are free; please see the Education and Employment section on page 50 for a listing of educational programs in the capital district.

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 child care is a concern while you pursue educational or job training opportunities, contact the Capital District Child Care Council at (518) 426-7181**.** (See page 78 for more contact information)

A. 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

1. Conviction of 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.

a. Regaining Eligibility

If you lose your eligibility, you can regain eligibility early by successfully completing an acceptable drug rehabilitation.

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.

VIII. Housing

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 the laws promulgated by Housing and Urban Development (HUD), the Housing Authority may consider an applicant's past criminal history in the tenant selection process for public housing.

A. 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.

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

B. 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).

1. 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 readjusted annually.

To apply for section 8 housing in the Albany area, pick up and fill out an application at:

Local HUD Office
Albany Field Office
52 Corporate Circle
Albany, NY 12203

For more housing information, visit the Albany County website at:
www.albanycounty.com

For Section 8 Rental Assistance in Albany County, call (518) 641-7500 or see the housing section of the resource guide on page 58 for Schenectady or Rensselaer County Housing Authority numbers.

IX. Financial Assistance

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

A. 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.

1. How to Apply
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.

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

1. Family Assistance
Family Assistance (FA) provides cash assistance to needy families that include a minor child living with a parent(s) or a caretaker relative. Under FA, eligible adults (over the age of 21) are limited to receiving benefits for a total of 60 months in their lifetime, including months of TANF-funded assistance granted in other states. The months need not be consecutive; the counting of this 60-month limit began in December 1996.

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

2. Safety Net Assistance
The Safety Net (SN) assistance program provides relief to you or your family if you are not eligible for other federal assistance programs but still meet poverty guidelines. Safety Net Assistance has both cash and non-cash components. Those eligible for the cash component include:

- 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 SN, who are determined to be able to work must also, comply with certain work requirements to receive benefits.

Individuals can receive Safety Net assistance in cash for a maximum of two years in a lifetime. After that, if eligibility continues, it will be provided in non-cash form.

In addition, non-cash SN assistance is provided for:

- Families of persons 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 limit

3. 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

4. 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.

C. Home Energy Assistance Program (HEAP)
(Information in this section was obtained by 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:

1. 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 Food Stamps **or**
- You receive Temporary Assistance **or**
- You receive Code A Supplemental Security Income (SSI living Alone)

2. 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**
- If you are out of or in danger of running out of fuel (oil, propane, wood, or coal) **or**
- If your heating equipment is inoperable

And

- Your income is at or below the current income; **or** you receive Family Assistance, Safety Net Assistance, Food Stamps or Code a Supplemental Security Income.
- 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.

3. 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.

Furnace benefits amounts are based on the actual cost incurred to replace or repair the applicant's furnace, boiler, and/or other essential heating equipment necessary to keep the home's primary heating source operational.

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.

D. Supplemental Nutrition Assistance Program (SNAP)

(Information in this section was obtained by 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 is 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 must be 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 calculate your possible monthly allowance, go to: http://tinyurl.com/SNAPbenefit

Maximum Monthly Benefits (based on zero net income*):

1	$200
2	$367
3	$526
4	$668
5	$793
6	$952
7	$1,052
8	$1,202
Add **$150** for each additional household	

Albany County Department of Social Services

* Because most households who receive SNAP have some income, the average SNAP monthly benefit is approximately $150/person.

E. 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.

1. Applying for Medicaid

If you wish to apply for Medicaid, contact your local Medicaid office listed at the end of this section.

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	**Schenectady County**	**Rensselaer County**
162 Washington Ave.,	797 Broadway,	1801 6th Avenue,
Albany, NY 12210	Schenectady, NY 12305	Troy, NY 12180
(518) 447-7492	(518) 388-4470	(518) 270-3928

F. Family Health Plus

Family Health Plus is a public health insurance program for adults who are aged 19 to 64 who have income too high to qualify for Medicaid. Family Health Plus is available to single adults, couples without children, and parents who are residents of New York State and are United States citizens or fall under one of many immigration categories.

Family Health Plus provides comprehensive coverage, including prevention, primary care, hospitalization, prescriptions and other services. There are minimal co-payments for some Family Health Plus services. Health care is provided through participating managed care plans in your area.

X. Modifying Child Support Payment

If you are or have been incarcerated, you may request to have your child support payments modified. However, there is no guarantee that your request will be granted.

A. The Law for Modifying Payments of an Incarcerated Person

Unfortunately, because of a 1988 New York State Court of Appeals case, an incarcerated person has little chance of being granted a modification of their child support payments. In Knights v. Knights (71 NY2d 865, 527 NYS2d 748) the Court of Appeals ruled that incarceration was **not** a justification to temporarily reduce or stop an inmate's support payments despite the financial difficulties imposed by his being incarcerated, when his incarceration was the result of his own "intentional conduct."

Even if a support modification request were to be granted, a change in support does not usually apply to any arrears (past amounts of child support already owed) which may have accumulated. Recent New York cases have held that New York Family Court Act 413(1)(g), which provides, in certain circumstances, for a maximum cap on the amount of child support arrears that may accrue, does not apply to incarcerated parents, based on the reasoning used in Knights v. Knights. Thus, child support arrears will continue to accumulate while the support-paying parent is incarcerated.

There is a minimum payment of $25.00 a month for support-paying parents who are living at or below the poverty line. While modification orders will not erase arrears, orders do affect payments from the date of the order. Further, the Court of Appeals in Knights v. Knights implied that when a person seeking a support modification is released from prison, the court could forgive a part of the arrears accrued after the modification petition was filed.

B. How to Ask the Court to Modify a Child Support Order

Despite the above, if you are incarcerated and are unable to make your court-ordered child support payments, you should immediately write to the (Family) Court which originally ordered your child support order and ask for a copy of Family Court Form 4-11A: "Petition for Modification of Order Made by Family Court or Another Court."

You should complete the petition and Financial Disclosure Affidavit, sign both before a notary, and mail them back to the court. Make sure to attach a copy of your original Child Support Order. 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.

Remember, the amount you owe for child support can change over time based

on, for example, cost of living adjustments and alterations in the amount you earn. The Child Support Enforcement Agency automatically reviews each case every two years to assess whether an increase in support is warranted. If it is so determined, Child Support Enforcement can increase your support burden without first going to court. You are, however, given notice of the change and an opportunity to challenge the increase.

C. 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 (800) 846-0773.

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

XI. Voting Rights

According to New York State Election Law §5-106, individuals in jail, post conviction, 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.

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 are no longer on parole
- Those on parole who have a "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 included a new initiative that will require correctional

facilities to notify people of their right to vote upon release. To learn more visit http://tinyurl.com/votingNYS

A. 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.

B. 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.

C. 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.

D. 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 entitled **JAIL or PRISON** in the section entitled **"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
(518) 487-5060

Schenectady County Board of Elections
388 Broadway, Suite E,
Schenectady, NY 12305
(518) 377-2469

Rensselaer County Board of Elections
County Government Center
1600 Seventh Ave
Troy, NY 12180
(518) 270-2990

XII. Veterans Benefits

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.

A. Eligibility for the Armed Services
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 serving in the armed forces should contact their local recruitment office for more information.

Notes

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.

Capital Region Resource Guide

I. General Legal

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.

Center for Law and Justice
Physical Location: 153 South Pearl Street, Albany, NY 12202
Mailing: Pine West Plaza #2, Washington Avenue Ext., Albany, NY 12205
Telephone: (518) 427-8361 Fax: (518)427-8362
E mail: cflj@verizon.net Website: www.cflj.org
Provides legal rights and criminal justice information and will assist with limited legal and criminal justice complaints. Provides NO LEGAL REPRESENTATION in Court.

- If you are requesting the On Your Guide, please include your parole date and what county/city you are going back to.

Children's Law Project
Legal Aid Society of Northeastern New York
55 Colvin Avenue, Albany, NY 12206
Telephone: 1-800-462-2922 or (518) 462-6765
Accepts cases involving children including education / discipline issues, special education issues and public assistance. Free civil (not criminal) representation for low-income children.

Citizens' Police Review Board
Government Law Center, Albany Law School
80 New Scotland Avenue, Albany, NY 12208
Telephone (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.

Clinical Legal Studies Program of Albany Law School:
AIDS Law Project
80 New Scotland Avenue, Albany, NY 12208
Telephone: (518) 445-2328
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.

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.scjc.state.ny.us
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.state.ny.us/coog
Administers the Freedom of Information Law, which governs the right to access of government records.

Committee on Professional Standards, New York State
40 Steuben Street, Suite 502, Albany, NY 12207-2109
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 Health Division of Legal Affairs, New York State
Corning Tower, Empire State Plaza, Room 2438, Albany, NY 12237
Telephone: (518) 474-7553 Fax: (518) 473-2802
Provides legal information on issues related to health, such as clean air and AIDS.

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**
  Albany County Judicial Ctr., 6 Lodge St., Albany, NY 12207
  Telephone: (518) 487-5460
- **Rensselaer County**
  County Courthouse, Congress Street, Troy, NY 12180
  Telephone: (518) 270-4040
- **Schenectady County**
  County Courthouse, 612 State St., Schenectady, NY 12305
  Telephone: (518) 388-4364

Empire Justice Center
119 Washington Ave., 2nd Floor, Albany, NY 12210
Telephone: (518) 462-6831 Fax: (518) 462-6687
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.

Law, Order and Justice Center
144 Barrett Street, Schenectady, NY 12305
Telephone: (518) 346-1281 Fax: (518) 346-1311
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 familial disputes as well as supervising court ordered visits for non-custodial parents.

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
55 Colvin Avenue, Albany NY 12206
Telephone: (518) 462-6765
Website: www.lasnny.org
Provides free legal services and representation in the areas including, but not limed to; landlord-tenant, public assistance, social security disability, and family law. Serves Albany, Columbia, Greene, Rensselaer, and Schenectady counties.

The Legal Project, Capital District Women's Bar Association
Stuyvesant Plaza 1475 Western Avenue Albany, NY 12203
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) 447-9697
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.

NAACP
Provides legal information and referrals in areas such as employment, discrimination, police impropriety, and general rights violations.

Albany Branch
139 Clinton Avenue, Albany, NY 12207
Telephone: (518) 462-1246
Troy Branch
131 5th Ave, Troy, NY 12180
Email: nealcla@nycap.rr.com
Schenectady Branch
P.O. Box 1728, Schenectady, NY 12301
Email: naacpschenectady@gmail.com

New York Civil Liberties Union (Capital Region Chapter)
90 State Street, Albany, NY 12207
Telephone: (518) 436-8594 Fax: (518) 426-9341
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. Serving Albany, Rensselaer, Saratoga, Schenectady, Warren, and Washington counties and adjoining areas.

New York State Defenders Association
194 Washington Avenue, Suite 500, Albany, NY 12210
Telephone: (518) 465-3524 Fax :(518) 465-2349
Website: www.nysda.org
Provides research, consultation, and training to public defenders. Works to improve the quality of defense representation statewide. Does not provide individual criminal defense representation.

Prisoners' Legal Services (PLS)
41 State St., Suite M112, Albany, NY 12207
Telephone: (518) 438-8046 Fax: (518) 438-6643
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. All letters should be directed to the Ithaca office: 114 Prospect Street, Room 307, Ithaca, NY 14850.

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
P.O. Box 10787, Albany, NY 12201
Telephone: (518) 281-5991 (outside 518 area code) 1-800-255-PULP
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
Director: Sister Linda O'Rourke
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.

II. Lawyer Referral and Information Service

The following are programs that will refer individuals to local attorneys. Lawyers participating in the service have agreed to charge $25 for the initial ½ hour consultation to discuss legal problem. 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
Provides a series of informational pamphlets on an individual's rights law.

Albany County Bar Association
112 State St., Suite 1120, Albany, NY 12207
Telephone: (518) 445-7691
Pro bono (free) referrals are sometimes possible, if applicants qualify.

Rensselaer County Bar Association
297 River Street, Troy, NY 12180
Telephone: (518) 271-8555

Schenectady County Bar Association
P.O. Box 1728, Schenectady, NY 12307
Telephone: (518) 393-4115

III. Disability Related Agencies

Capital District Center for Independence
875 Central Avenue, South 4 Albany, NY 12206
Telephone: (518) 459-6422 (voice & TDD) Fax: (518) 459-7847
Website: www.cdciweb.com
Provides assistance for individuals with disabilities in securing rights under the Americans with Disabilities Act (ADA) as well as assistance with accessing entitlements. Also provides referrals regarding community services, equipment accessibility, and housing.

Center for Disabilities Services
314 South Manning Blvd., Albany, NY 12208
Telephone: (518) 437-5700
Website: www.centercares.org
Provides a complete range of comprehensive and specialized services and programs to persons of all ages with certain disabilities.

Civil Rights & Disabilities Law Project
Albany Law School, 80 New Scotland Ave, Albany, NY 12208
Telephone: (518) 445-2328 Fax: (518) 434-8612
Website: www.albanylaw.edu
Serves people who are developmentally disabled, as defined by federal legislation. Provides legal advice and representation at court and administrative hearings. Investigates and negotiates solutions to problems of the developmentally disabled and their families. Provides clients and their families with information on their rights and how to protect them. Assists with issues related to accessibility, SSI, Medicaid, special education, etc.

Disability Advocates
5 Clinton Square 3rd Floor, Albany, NY 12207
Telephone: (518) 432-7861 (voice & TTY) Fax: (518) 427-6561
Website: www.disability-advocates.org/
Provides individual legal assistance, information, and referral for individuals with disabilities, their families, and guardians. Also provides legal advice and representation, if necessary, on behalf of clients. In addition, they provide individuals and families with information on their rights.

Independent Living Center of the Hudson Valley
Troy Atrium #49 Broadway & 4th Street, Troy, NY 12180
Telephone: (518) 274-0701 (voice & TTY)
Website: www.ilchv.org
Provides services for individuals with disabilities and their family members. Programs include advising individuals of their legal, economic, and educational rights and assisting them in securing those rights. Also provides support, information, and guidance to individuals about obtaining needed services such as SSI, SSDI, Food Stamps, Medicaid, Medicare, and various rehabilitation services. Also provides referrals regarding community resources and programs, recreational services, special education services, civil rights, employment, accessibility, travel, and assistive technology.

Living Resources
300 Washington Avenue Ext., Albany, NY 12203
Telephone: (518) 218-0000 Fax: (518) 862-2175
Website: www.livingresources.org/
The mission at Living Resources is to provide growth opportunities in a safe and secure environment. The staff assists and supports people who are disabled due to birth trauma, accident or illness.

IV. 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
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
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.

V. Mediation and Conflict Resolution Services

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, The
144 Barrett St
Schenectady, NY 12305
Telephone: (518) 346-1281
Promotes effective alternative sentencing programs that reduce the burden on Schenectady's courts and jails. Services including quality dispute resolution, alternative sentencing, restorative justice and supportive services for Schenectady County citizens involved with the criminal justice, human services, and legal systems.

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).

Dispute Resolution Program
Law, Order, and Justice Center, 144 Barrett Street, Schenectady, NY 12305
Telephone: (518) 346-1281
Provides an alternative approach to court for solving disagreements. Both parties involved must agree to take part in mediation. Types of issues include consumer/merchant disagreements, employer/employee conflicts, family problems, landlord/tenant disputes, personal/real property issues, small

claims, special education and school issues, and victim/offender mediation. The Law, Order, and Justice Center also assists with bails/fines.

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.

VI. Education and Employment

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.

Adecco Employment Services
1704 Western Ave, Suite 10, Albany, NY 12203
Telephone: (518) 862-0500 Fax: (518) 862-9894
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 Community Action Partnership (ACAP)
333 Sheridan Ave, Albany, NY 12206
Telephone: (518) 463-3175
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.

America Works
19 Dove St., Suite 104, Albany, NY 12210
Telephone: (518) 465-5627
Website: www.americaworks.com
America Works' guiding principle is the belief that the best way to lift people out of poverty is to help them find jobs- real private-sector jobs.

Attentive Personnel
5 Computer Drive West, Albany, NY 12205
Telephone: (518) 438-6271 Fax: (518) 438- 1004
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.
Access: Call for an assessment appointment.

Barriers Project
Albany County Department of Social Services
162 Washington Ave, Albany, NY 12207
Telephone: (518) 447-7300 Fax: (518) 447-7661
Works with TANF (Temporary Assistance for Needy Families) clients who have mental health issues that create barriers to successful employment. Provides mental health assessments, referrals, vocational, educational and employment counseling and referrals, and direct job placement.

Capital District Educational Opportunity Center (EOC)
145 Congress St. 30 Russell Rd.
Troy, NY 12180 Albany, NY 12206
Telephone: (518) 273-1900
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 16years old and 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.

Career Central
175 Central Avenue, Albany, NY 12206
Telephone: (518) 462-7600 Fax: (518) 462-2772
Representatives are available with an appointment. Full range of jobseeker and employer services. There are also veteran's reps, employment reps , phones, free internet and resume write access computers on site. Hours of operation Monday to Friday, 8:30-5pm.

Career Links (A Subdivision of Albany Community Action Partnership)
333 Sheridan Ave, Albany, NY 12206
Telephone: (518) 463-3175
Employment services for adults from disadvantaged backgrounds, individuals with employment barriers and/or disabilities. Services included job readiness assessment, job development and placement, job counseling, coaching and

case management, post-placement job retention skill-building workshops. All services are free.

Catholic Charities
40 N. Main Ave, Albany NY 12203
Telephone: (518) 453-6650 Fax: (518) 453-6792
Website: www.ccrcda.org
Provides services primarily to the Hispanic community. 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 M-109, Albany, NY 12207
Telephone: (518) 426-0390
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.

Centro Civico Hispano Americano, Inc.
230 Green St, Albany, NY 12202
Telephone: (518) 465-1145
Website: www.centrocivicoalbany.org
Family Support Services; Comprehensive Medicaid Case Management (CMCM), Ernestina Di Cioccio Bilingual Day Care, and Computer Literacy Training Program.

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

First Stop / The Next Step
Albany Public Library, 161 Washington Avenue, Albany, NY 12210
Telephone: (518) 427-4303
Website: www.albanypubliclibrary.org
Resources for persons formerly incarcerated: free computer classes, tax assistance, employment resources, and materials to help ease the stress of transition. These resources are also perfect for staff members employed by agencies that work with persons formerly incarcerated.

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.
Access: Call for assessment appointment.

Interfaith Partnership for the Homeless
See page: 72

Labor Ready:

- **Albany**
  165 South Pearl St., Albany, NY 12202
  Telephone: (518) 455-0910 Fax: (518) 432- 9673
- **Troy**
  3076 6th Avenue, Troy, NY 12180
  Telephone: (518) 272-1933 Fax: (518) 272-1938
- **Schenectady**
  934 State Street, Schenectady, NY 12307
  Telephone: (518) 346-9647 Fax: (518) 346-9323

Temporary, on-demand job placement. Workers have the option of getting paid after every work shift. **Spanish speaking capability.** Call for appointment. To be eligible, you must have two forms of identification.

Literacy Volunteers
1510 Central Ave, Suite 305, Albany, N.Y. 12205
Telephone: (518) 452-3382 Fax: (518) 452-3384
Website: www.lvamohawkhudson.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.

Literacy Volunteers of Rensselaer County
1915 5th Ave, Troy, NY 12180
Telephone: (518) 274-8526 Fax: (518) 274-8610
Website: www.LVORC.org
Participants work one-on-one with a tutor to learn how to read, write, and learn English as a second language.

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.

One Stop
797 Broadway, Schenectady, NY 12305
Telephone: (518) 344-2735 Fax: (518) 344-2820
Individual placement and job search assistance, individual resume preparation and letter writing assistance, access to job listings, computer, internet, telephone, fax and copier access.

Roarke Center
See page: 48
Provides programs on creative arts, creative writing, computer use, photography, sewing, weaving, adult literacy and family budgeting assistance.

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, and other entitlements

Schenectady Job Training Agency (SJTA)
797 Broadway, Schenectady, NY 12305
Telephone: (518) 344-2772 Fax: (518) 344- 2815
Provides employment and training services to low income residents and dislocated workers.

Select Staffing
3 Computer Drive West, Albany, NY 12205
Telephone: (518) 438-3010 Fax: (518) 438-6010

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

SUNY College and Career Counseling Center at Schenectady
433 State St., Schenectady, NY 12305
Telephone: (518) 631-2257
E-Mail: sunycccc@mybiz.net
Provides educational and career counseling services to Capital District residents 16 years or older. Contact the Center for eligibility requirements.

T.H.E. Program, Peter G. Young Housing, Industry and Treatment, Inc.
See page: 70

The Wade Center
200 Green Street, Albany, NY 12202
Telephone: (518) 434-7451
An employment and training resource for Albany Housing Authority and neighborhood residents.

University at Albany Career Services Unit
299 Washington Ave., Albany, NY 12206
Telephone: (518) 437-4900
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.

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

Washington Irving Educational Center
422 Mumford Street, Schenectady, NY 12307
Telephone: (518) 370-8220 Fax: (518) 370-8225
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.

Women's Employment & Resource Center
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.
Telephone: (518) 462-7600 ext. 184

- **Albany**: 175 Central Ave, 3rd Floor Albany, NY 12206
- **Troy**: 255 River Street, Lower Level, Troy, NY 12180

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

- **Albany (Career Central) Telephone:** (518) 462-7600
- **Saratoga County Telephone:** (518) 884-4170
- **Rensselaer County Telephone:** (518) 270-2860

VII. Housing

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
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
986 Albany Street, Schenectady, NY 12307
Telephone: (518) 372-6469 Fax: (518) 372-6460
Community housing development organization providing affordable housing opportunities for families in the City of Schenectady.

Booth Home
168 Lafayette St, Schenectady, NY 12305
Telephone: (518) 370-0276
Booth Home is an emergency shelter for women aged 18 and over, single or with children. Offers housing, mental health, and medical assistance, as well as a clothing room, computer training, resume assistance, and arts and crafts.

Capital Area Peer Services
See page: 62

Capital City Rescue Mission
259 South Pearl Street, Albany, NY 12202
Telephone: (518) 462-0459 Fax: (518) 462-0489
The mission provides emergency shelter for men. Food, clothing, referrals, counseling, education, medical needs, nightly gospel, and rehabilitation program provided.

Catholic Charities Housing Office
See page: 71
Develops/operates SRO's and family apartments. Scattered site housing for 19 families. Case management, site managers, tenants associations, food cooperatives included.

City Mission
425 Hamilton Street, Schenectady, NY 12305
Telephone: (518) 346-2275
Emergency residential shelter for women. Family life apartments available for women with children.

Department of Family Assistance (formerly Department of Social Services)
See page: 72

DePaul Residence
504 Central Avenue, Albany, NY 12206
Telephone: (518) 482-3248
Contact: Shyron Sanford
Temporary residence for homeless individuals who have a psychosocial diagnosis, substance abuse problem or mental illness.

Equinox
See page: 64

Homeless Action Committee
393 N. Pearl Street, Albany, NY 12207
Telephone: (518) 426-0554 Fax: (518) 462-5839
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
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
Provides subsidized housing to eligible individuals and families of low and moderate income.

- Albany- Telephone: (518) 641-7500
- Rensselaer- Telephone: (518) 436-0230
- Schenectady- Telephone: (518) 386-7000

Interfaith Partnership for the Homeless
See page: 72

Joseph House and Shelter
74 Ferry Street, Troy, NY 12180
Telephone: (518) 272-2544 Fax: (518) 272-9370
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, 12203
Telephone: (518) 869-1960
Provides housing and services to families in the loss of permanent housing. Services include temporary housing, employment assistance, advocacy, case management, child care, recreation, and transportation. All families living at Marillac are referred by Ho*meless and Traveler's Aid Society of the Capital* District (HATAS) see 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) 374-5070
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) 374-5178
Temporary 30-day shelter for 16-20 year olds. Provides outreach services for 12-35 year olds in the form of housing assistance, life skills, family reunification, and education.

Section 8 Rental Assistance
242 Union St, Schenectady, N.Y. 12305
Telephone: (518) 372-8846
Provides Section 8 housing voucher assistance and planning.

T.H.E. Program, Peter G. Young Housing, Industry and Treatment, Inc.
See page: 70

United Tenants of Albany
33 Clinton Avenue, Albany, NY 12207
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
13 State Street, Schenectady, NY 12305
Telephone: (518) 374-9136
A general residence for individuals in need of a room rental on a weekly basis, including individuals on probation or parole. Program also provides rental subsidies for individuals who have drug related, mental illness, or homeless issues. YMCA has a limited supportive living program for individuals who are mentally ill.

VIII. Medical / Mental Health

Access Transit Services, Inc.
85 Watervliet Avenue, Albany, NY 12206
Telephone: (518) 459-8747 Fax: (518) 453-8833
Administers Medicaid Transportation Program for Albany, Schenectady, and Rensselaer counties. Provides bus passes for those in medical treatment and/or counseling with a minimum treatment of four times a week. Hours are Monday-Friday 8AM-5PM.

AIDS Council of Northeastern New York
927 Broadway, Albany, NY 12207
Telephone: (518) 434-4686
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.

Albany County Mobile Crisis Team
75 New Scotland Avenue, Albany, NY 12208
Telephone: (518) 549-6500 Fax: (518) 447-1858
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.

Albany County Forensic Task Force
94 Fleetwood Avenue, Albany, NY 12209
Telephone: (518) 438-9785
The Mental Health Unit provides services to the seriously mentally ill client, who is incarcerated, as well as psychiatric evaluation and consultation to the courts.

Capital Area Peer Services
354 Central Avenue, Albany, NY 12206
Telephone: (518) 427-5056 Fax: (518) 427-5059
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 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.

Catholic Charities HIV/AIDS Services
100 Slingerland Street, Albany, NY 12202
Telephone: (518) 449-3581 Fax: (518) 426-3662
Help for caregivers and persons with HIV/AIDS.

Clearview Center
500 Central Avenue, Albany, NY 12206
Telephone: (518) 435-9931 Fax: (518) 435-9937
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
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.

County Health Department

- **Albany**
  Albany County Department of Health
  175 Green Street, Albany, NY 12202
  Telephone: (518) 447-4580
  TB testing (small charge or Medicaid coverage) & STD testing (free)
- **Rensselaer**
  2nd Floor, Ned Pattison, Government Center, Troy, NY 12180
  Telephone: (518) 270-2655
  TB testing (small charge) & STD testing (free)
- **Schenectady**
  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
The Damien Center is a drop-in center providing help to caregivers and persons with HIV/AIDS.

- **Albany**
  12 South Lake Ave., Albany, NY 12203
  Telephone: (518) 449-7119
- **Schenectady**
  930 Albany St., Schenectady, NY 12307
  Telephone: (518) 374-8215

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

- **Albany** (518) 462-7600 ext. 165
  175 Central Ave, Albany, NY 12206
- **Schenectady** (518) 344-2771
  797 Broadway, Schenectady, NY 12305
- **Rensselaer** (518)270-2978
  Ned Patterson Building, 1600 7th Ave, 4th Floor, Troy, NY 12180

Equinox
95 Central Avenue, 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.

Family & Children Service of Schenectady
246 Union Street, Schenectady, NY 12305
Telephone: (518) 393-1369 Fax: (518) 393-3601
E-Mail: famchild@capital.net
A confidential setting where individuals and family 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

Hometown Health Center
1044 State St., Schenectady, NY 12307-1508
Telephone: (518) 370-1441
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: 427-2463
Residential programs in Albany and Waterford for persons with HIV.

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, the staff offers comprehensive primary and mental health care. The center incorporates conventional methods of healing and prayer.

Mental Health Empowerment Project, INC
21 Colvin Ave., Albany, NY 12206
Telephone: (518) 434-1393
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.

Planned Parenthood
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
- **Troy** - 200 Broadway, Ste 201, Troy, NY 12180
  Telephone: (518) 274-5640

Pride Center of the Capital District
See page: 75
Center Support: Capital Region LGBT Mental Health and Substance Abuse Network, Recovery Groups hosted at the Center, Confidential HIV testing.

Public Health Clinic
107 Nott Terrace, Schenectady, NY 12308
Telephone: (518) 346-2187
Offers free HIV testing (donations appreciated). The well child program offers immunization and vaccinations based on a sliding fee scale with proof of income.

Rehabilitation Support Services (R.S.S.)
2113 Western Avenue, Albany, NY 12084
Telephone: (518) 464-1511 Fax: (518) 464-9168
Provides mental health services to adults with major mental disorders. Services include residential programs, medication, and continuing treatment.

Roarke Center
See page: 48
Available medical services for the uninsured in conjunction with Seton Health. Every Wednesday from 6:30-8:30pm.

Unity House of Troy, Inc.
504 Broadway, Troy NY 12180
Telephone: (518) 2272-5917 Fax: (518) 271-8502
Website: www.unityhouse.ny.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

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.

IX. Correctional Services

New York State Commission of Correction
80 Wolf Road, 4th Floor, Albany, NY 12205
Telephone: (518) 485-2346
Promulgates minimum standards for the management of correctional facilities. Evaluates, investigates and oversees correctional facilities. Assists in developing new correctional facilities. Provides technical assistance.

NYS Department of Correctional Services
Building 2, 1220 Washington Avenue, Albany, NY 12226
Telephone: (518) 457-8126
In charge of the state prison system, and records concerning state inmates, state prisons, programs for state inmates, good time calculations and other similar matters are handled by DOCS, which is the regulatory oversight agency.

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.

X. Re-entry

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
560 Congress Street Troy, NY 12180
Telephone: (518) 590-5491 or (518) 209-4850
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.
See page: 70

Trinity Alliance.
15 Trinity Place, Albany, NY 12202
Telephone: (518) 449-5155
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.

XI. Substance Abuse Treatment

Addiction Care Center of Albany
90 McCarty Avenue, Albany, NY 12202
Telephone: (518) 465-5470 Fax: (518) 427-0854
Website: www.theacca.net/ E-Mail: judibee@nycap.rr.com
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.

Alcoholics Anonymous of the Greater Capital District
575 Broadway, Suites 128-130 Menands, NY 12204
Telephone: (518) 463-0906
Provides 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) 346-6435
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
Long-term intensive treatment program for both men and women.

Bridge Center of Schenectady Inc.
70-72 Union Avenue, Schenectady, NY 12308
Telephone: (518) 346-1277 Fax: (518) 346-1152
A residential treatment program for individuals suffering from drug-related problems. The program environment is designed to assist 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
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.

Chemical Dependency Crisis Center
(Located on the main level of the Capital District Psychiatric Center)
75 New Scotland Avenue, Unit G Albany, NY 12208
Telephone: (518) 465-7388 Fax: (518) 465-4651
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.

Hope House, Inc.
573 Livingston Ave, Albany NY 12206
Telephone: (518) 482-4673 (To give help)
(518) 427-5998 (To get help)
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.

- Community Programs
  - **Intensive Case Management**- Links a client with an individual case manager who is assigned to help them negotiate everyday living, enabling them to better to focus on treatment.
  - **Shelter Plus Care**- Provides assistance to eligible clients to assist

with living arrangements including finding suitable and safe housing. The State provides necessary security deposits and provides some financial support until a client is 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
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
1724 Fifth Street, Troy, NY 12180
Telephone: (518) 272-3918 Fax: (518) 272-6391
Provides outpatient rehabilitative services for alcohol abusers, chemically dependent persons, and family members of substance abusers. Services include clinical services, an intensive evening program for employed individuals, and an outpatient day rehabilitation program. Service fees are based on sliding scale or Medicaid coverage. No one is denied services based upon an inability to pay.

Narcotics Anonymous
Telephone: 1-800-234-0420
Provides local meeting schedules and information regarding support groups.

New Choices Recovery Center
302 State Street, Schenectady, NY 12305
Telephone: (518) 346-4436 Fax: (518) 436-3522
Provides Day Rehabilitation and Outpatient services, Residential Services, Shelter Plus Care Program and Drinking Driver Program.

Office of Alcoholism and Substance Abuse Services
1450 Western Avenue, Albany, NY 12203
Telephone: (518) 473-3460
OASAS plans, develops and regulates the state's system of chemical dependence and gambling treatment agencies.

Outpatient Clinic . (A division of Hope House Inc)
747 Madison Avenue, Albany NY 12208
Telephone: (518) 427-8207
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

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
See page: 75
Center Support: Capital Region LGBT Mental Health and Substance Abuse Network, Recovery Groups hosted at the Center: Alcoholics Anonymous, All Genders, Overeaters Anonymous, Alcoholics Anonymous, Men Only, Sex and Love Addicts Anonymous, and Narcotics Anonymous

Senior Hope Counseling Inc
301 South Allen St.
Albany, NY 12208
Telephone: (518) 489-7777 Fax: (518) 489-7771
Senior Hope is a non-profit organization, licensed by New York State Office of Alcoholism and Substance Abuse Services for persons 50 and older.

Salvation Army, Adult Rehabilitation Center
452 Clinton Avenue, Albany, NY 12206
Telephone: (518) 465-2416 Fax: (518) 382- 1641
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
87 Columbia Street, Albany, NY 12210
Telephone: (518) 465-1455 Fax: (518) 465-1842
Currently serves primarily felony offenders and parole violators who are in need of alcohol and/or drug rehabilitation. TASC also operates the Drug Court in Rensselaer County and a small transitional residence at the same address. The project staff screens for alcohol and substance abuse problems, prepares written treatment plans and insures 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
E-Mail: appetery@aol.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
76-82 Second Street, Albany, NY 12210
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
920 Lark Drive, Albany, NY 12207
Telephone: (518) 465-4771 alcohol rehabilitation
Telephone: (518) 463-3882 methadone maintenance
Fax: (518) 426-1079
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
Provides a confidential, safe, supportive, substance-free halfway house setting for women ages 18 and up.

YMCA of the Capital District
See page: 61

XII. Social Services

A Village… INC
38 Morton Avenue Albany, NY 12202
Telephone: (518) 859-4305 Fax: (518) 729-5921
President: Willie J. White
A grass roots group that is working to improve, enrich, and empower the lives of children and families in the Albany community.

Birthright
164 Lafayette St, 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.

Catholic Charities Housing Office
41 N. Main Ave, Albany, NY 12203
Telephone: (518) 459-0183 Fax: (518) 459-0202

Email: diocesan.housing@rcda.org
Offers resources to help individuals and families gain the skills they need to turn their lives around. Programs include: needs assessment, service planning, referral and advocacy, counseling, homeless prevention plans and assistance, referrals to emergency shelters, and housing assistance.

Centro Civico Hispano American, Inc.
See page: 54

Community Crisis Network/Schenectady Community Action Program
913 Albany Street, Schenectady, NY 12307
Telephone: (518) 374-9181
Provides immediate crisis intervention, comprehensive assessment, assistance in accessing appropriate community resources and information referral sources to those in need. Hours are Monday, Wednesday and Friday 8:30a.m. - 4p.m., and Tuesday and Thursday 8:30a.m.- 8p.m.

Department of Family Assistance (formerly 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,** 162 Washington Avenue, Albany, NY 12210
  Telephone: (518) 447-7300
- **Rensselaer,** 1801 6th Avenue, Troy, NY 12180
  Telephone: (518) 270-3928
- **Schenectady,** 797 Broadway St., Schenectady, NY 12305
  Telephone: (518) 388-4470

Food Pantries for the Capital District
32 Essex Street, Albany, N.Y. 12206
Telephone: (518) 458-1167
Website: www.foodpantries.net
Provides food and referral services to families and individuals who are unable to meet their nutritional needs. Pantries generally provide households with a 3 to 4 day supply of food consisting mostly of non-perishable items. When available, juice, fresh produce, meat, dairy products and breads are included. 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.

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
Provides emergency overnight shelter and food for homeless persons. In addition, the program 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.

NYS Office of Children and Family Services
52 Washington Street, Rensselaer, NY 12144
Telephone: (518) 473-7793 Fax: (518) 486-7550
Provides a system of family support, juvenile justice, child care, and child welfare services that promote the safety and well-being of children and adults.

Salvation Army Women and Children Center
222 Lafayette St, Schenectady, N.Y. 12305
Telephone: (518) 346-0222 Fax: (518) 346-0371
Provides emergency assistance to women and children residing in Schenectady County.

Schenectady Community Action Program (SCAP)
See page: 56

Schenectady Inner City Ministry Center (SICM)
1055 Wendell Avenue, Schenectady, NY 12308
Telephone: (518) 374-2683
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.211neny.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 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.
See page: 65

Veterans' Service Agency
1600 Seventh Avenue, Troy, NY 12180
Telephone: (518) 270-2760
E-Mail: breiter@rensco.com
Provides assistance to veterans, widows and children of veterans in all phases of benefits due from the Veterans Administration. Helps fill out forms for pensions, burial allowances, and educational assistance. Provides advocacy and referrals for veterans and helps hospitalized veterans. Assists in obtaining documentation and discharge upgrades from the Department of Defense. Will appoint accredited representatives for veterans, widows, and children of veterans in disputes before the V.A. Board regarding any services they provide.

XIII. Support Groups / Counseling

Alcoholics Anonymous of the Greater Capital District
See page: 67

Birthright
See page: 71

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
See page: 64
Provides assistance to individuals and families to help them find the resources within themselves to grow and make positive and lasting changes within their lives and communities.

Gambling Recovery Center
105 Seraf Lane, Guilderland, NY 12303
Telephone: (518) 356-1012
Gambling addiction assessment and treatment.

Given the Chance
See page: 66
Provides pre- and post-release mentorship individually and in small group settings.

Horizon Center, Inc.
28 Elizabeth Street, Albany, NY 12202
Telephone: (518) 465-3215 Telephone: (518) 465-8423 facility
Congregate care for persons returning to the community from the federal prison system. Open Monday-Friday, 8am until 4pm.

Mental Health Empowerment Project, INC
See page: 64

Mediation Matters
See page: 52
Provides family counseling and mediation, helps settle disputes.

New York Council on Problem Gambling
100 Great Oaks Blvd., Albany, NY 12203
Telephone: (518) 867-4084 NYS HOPELINE: 1-877-8-HOPENY
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
Web-blog: 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: 6-9p.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

Prison Action Network
P.O. Box 6355 Albany, NY 12206
Telephone: (518) 253-7533
Web-blog: www.prisonaction.blogspot.com
Educational and advocacy organization that educates people about conditions of incarceration and works to help support effective legislation.

Prison Families of New York, Inc.
40 N. Main Avenue, Ste. 4, Albany, NY 12203
Telephone (518) 453-6600
Provides a free and confidential weekly support group for families, friends, and persons formerly convicted to assist with troubleshooting prison family problems. In addition, organization sets up support groups in other areas of the state and provides linkages between agencies, churches, ministries, and other prison family advocacy organizations.

Psychological Services Center
299 Washington Avenue, Albany, NY 12206
Telephone: (518) 442-4900
Offers low-cost sliding scale, mental health and career counseling and psychotherapy to all ages, including individuals and couples therapy, as well as LD, ADHD, intelligence, neuropsychological, and personality assessment. Fees are assessed on a sliding scale from $10-$45, based on income.

ROOTS, Inc.
Re-entry Opportunities and Orientation Towards Success
P.O. BOX 6568, Albany, NY 12206
Telephone: (518) 268-8029
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.

XIV. Food Pantries

Community Gardens: Veggie Mobile
40 River Street, Troy, NY, 12180
Telephone: (518) 274-8685
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 projects and other densely populated locations in Albany, Schenectady, and Troy. The Veggie mobile accepts EBT cards. Call or go to www.cdcg.org/VeggieMobile.htmlfor a schedule.

Food Pantries for the Capital District
See page: 72
Coordinates food distribution within Albany/Rensselaer counties regarding emergency food..

Regional Food Bank
965 Albany-Shaker Road
Latham, NY 12210
Telephone: (518) 786-3691 ext. 965

Roarke Center
See page: 48

Salvation Army, Albany
20 South Ferry Street, Albany, NY 12202
Telephone (518) 463-6678 Food Panty/Soup Kitchen: (518) 449-4971
Available to those living within service area and by referral.

Salvation Army, Schenectady
222 Lafayette St., Schenectady, NY 12305
Telephone (518) 346-0222
Provides emergency assistance to individuals or families residing in Schenectady County.

Salvation Army, Troy
410 River Street, Troy, NY 12180
Telephone (518) 272-4901
Food pantry. Day Care available.

Schenectady Inner City Ministry (SICM) Food Pantry
1055 Wendell Ave, Schenectady, NY 12308
Located at the First United Methodist Church
Telephone: (518) 374-2683
Provides emergency food assistance.

XV. Clothing/Furniture/Household Items

Albany County Opportunities
Telephone: (518) 463-3175
333 Sheridan Avenue, Albany , NY 12206
Offers furniture and household items. All items and services are free to those in need. A referral is needed from the United Tenants Association (see housing section), or a service or care provider. Call Monday- Friday for additional information and requirements.

City Mission Store
425 Hamilton Street, Schenectady, NY 12305
Telephone: (518) 346-2275 ext. 326
Store Hours: Monday – Saturday, 9-4:30 p.m.
Provides clothing for needy families. Agency referral required.

Interfaith Partnership for the Homeless; Homeless Shelter
See page: 72
Has a clothing pantry that is open to the public. All items are free. No referral needed. Hours are Monday thru Friday, 9a.m.to 2p.m..

Salvation Army, Albany
See page: 77
Offers vouchers for clothing and small household items. A referral is needed from your Case Manager, D.S.S Worker, shelter, or any service agency. Your release papers are all that is needed if used within 30 days of your release.

Sheridan Hollow Drop in Center
26 South Swan Street, Albany, NY
Telephone: (518) 694-8899
Clothing is available at thrift shops. They will provide clothing free of charge with a referral from any helping agency. M-F: 9:30am-4:30pm.

XVI. Child Care Providers

Albany Jewish Community Center
340 Whitehall Road, Albany, NY 12208
Telephone: (518) 438-6651 Fax: (518) 459-0924

Albany Medical Center Kidskeller
628 Madison Avenue, Albany, NY 12208
Telephone: (518) 262-6950 Fax: (518)262-6938

Capital District Child Care Council
91 Broadway, Menands, NY 12204
Telephone: (518) 426-7181
E-mail: info@cdcccc.org Website: www.cdcccc.org
Regulates and provides resources regarding child care in the capital district.

Clover Patch Day Care Center
314 S. Manning Blvd., Albany, NY 12208
Telephone: (518) 437-5524 Fax: (518)437-5705

Early Learning Center
25 Monroe Street, Albany, NY 12210
Telephone: (518) 463-0655

Pine Hills Montessori, Inc.
715 Morris Street, Albany, NY 12208
Telephone: (518) 458-2511 Fax: (518) 458-1198

NYS Office of Children and Family Services
See page: 73

Schenectady Community Action Program: Head Start
913 Albany Street Schenectady, NY 12307
Telephone: (518) 374-9181
Offers free preschool programs for 3-5 year olds for income eligible families. Preschool program runs from September to June. Seating is limited.

St. Matthew Lutheran School
75 Whitehall Road, Albany, NY 12209
Telephone: (518) 463-6495

Temple Israel
600 New Scotland Avenue, Albany, NY 12208
Telephone: (518) 438-7858
Open Monday-Thursday 9am-5pm and Friday 9am-3pm.

Toyland Day Nursery
2 S. Pine Avenue, Albany, NY 12208
Telephone: (518) 482-2301

XVII. Senior Services

Provides information, referral, advocacy and outreach for seniors.

Albany County Department for Aging
162 Washington Ave, Albany, NY 12210
Telephone: (518) 447-7177 Fax: (518) 447-7188
Website: www.albanycounty.com/aging/

Pride Center of the Capital District
See page: 75
Vintage Pride (seniors): Social and Educational Events, Service Provider Services.

Schenectady County Office for the Aging, Schaffer Heights
107 Nott Terrace, 2nd Floor, Suite 202, Schenectady, NY 12308
Telephone: (518) 382-8481

Senior Hope Counseling Inc
See page: 70

Unified Family Services for the Rensselaer County
County Office Building, 1600 7th Ave. Troy, NY 12180
Telephone: (518) 270-2730

Selected Agencies, Outside the Capital District

Center for Community Alternatives
25 Chapel St., Brooklyn, NY 11201
Telephone: (212) 691-1911 Fax: 212-675-0825
CCA promotes re-integrative justice and a reduced reliance on incarceration through advocacy, services, and public policy development in pursuit of civil and human rights. Serves people in trouble, youth at risk, families in crisis, people struggling to address drug and alcohol problems and HIV&AIDS.

Correctional Association of New York
2090 Adam Clayton Powell Blvd., Ste. 200, New York, NY 10027
Telephone: (212) 254-5700 Fax: (212) 473-2807
Website:www.correctionalassociation.org
The Correctional Association of New York inspects prisons and reports its findings and recommendations to the legislature, the public, and the press. The Association strives to make the administration of justice in New York State more fair, efficient and humane.

Legal Action Center
225 Vardick St., 4th Floor, New York, NY 10014
Telephone (212) 243-1313
E-Mail: lacinfo@lac.org Website: www.lac.org
A public interest law firm which generally handles test cases or law reform litigation. The firm has a program which focuses on challenging discrimination against persons formerly incarcerated, especially in employment. Offers guide on how to obtain and clean up a NYS rap sheet.

Prisoners' Rights Project
Legal Aid Society, 199 Water Street, Ste. 400, New York, NY 10038
Telephone (212) -577-3300
Assists persons incarcerated in New York State with problems related to medical care, correction officer misuse of force, and assault or risk of assault by other inmates. Also assists with issues related to jail time credit.

Innocence Projects

Innocence Project (DNA Cases only)
40 Worth St., Suite 701, New York, NY 10013
Phone: (212) 364-5340

Innocence Clinic
Cornell Law School
Myron Taylor Hall
Ithaca, NY 14853

Second Look Program
Professor Will Hellerstein
Brooklyn Law School
250 Joralemon Street, Brooklyn, NY 11201

Innocence Project at Cardozo Law School
55 5th Avenue, New York, NY 10003
Phone: (212) 790-0354

Reinvestigation Project
Office of the Appellate Defender
11 Park Place, Suite 1601, New York, NY 10007
Phone: (212) 402-4100

The Exoneration Initiative
233 Broadway, Suite 2370, New York, NY 10279
Phone: (212) 965-9335

Pace Post-Conviction Project
Barbara C. Salken Criminal Justice Clinic
78 North Broadway, White Plains, NY 10603
Phone: (914) 422-4230

Centurion Ministries
221 Witherspoon Street, Princeton, NJ 08542

Rutgers University School of Law Innocence Project
123 Washington Street, Newark, NJ 07102

Justice Brandeis Innocence Project (DNA cases only)
Schuster Institute for Investigative Journalism, Brandeis University
415 South Street, MS 043, Waltham, MA 02454
Phone: (781) 736-4953

New England Innocence Project
Exchange Place
53 State Street, Boston, MA 02109
Phone: (857) 277-7858

Michigan Innocence Clinic
701 State Street, Ann Arbor, MI 48109
Phone: (734) 763-9353
***NON-DNA cases only**

Governmental Criminal Justice Agencies

Local and regional police, probation, and parole departments; county jails; and courts can often provide information regarding their mandates, jurisdiction, and procedures. For more information, consult the blue pages in your telephone book.

Local Trial Courts

Albany County

Supreme and County Court
16 Eagle Street
Albany, NY 12207
Telephone: (518) 285-8989

- **Albany Supreme Court Judges**
  - Hon. Eugene Devine • Hon. Michael C. Lynch
  - Hon. Joseph C. Teresi
- **Albany County Court Judges**
  - Hon. Thomas A. Breslin • Hon. Stephen W. Herrick

City Court
Criminal: 1 Morton Ave & Broad Street, Albany, NY 12202
Telephone: (518) 453-5520

Civil and Traffic: Albany City Hall, 24 Eagle Street, Albany, NY 12207
Civil Court: Room 209 Traffic Court: Basement
Telephone (Civil): (518) 453-4640
Telephone (Traffic): (518) 453-4630

- **Albany City Court Judges**
  - Hon. William A. Carter • Hon. Rachel Kretser • Hon. Thomas K. Keefe

Family Court
30 Clinton Avenue
Albany, NY 12207
Telephone: (518) 285-8600

- **Albany Family Court Judges**
  - Hon. Dennis Duggan • Hon. Gerard E. Maney • Hon. Margaret Walsh

Schenectady County

Supreme and County Court
612 State Street
Schenectady, NY 12305
Telephone: (518) 388-4350

- **Schenectady Supreme Court Judges**
  - Hon. Barry Kramer • Hon. Vincent J. Reilly • Hon. Vito C. Caruso
- **Schenectady County Court Judge**
  - Hon. Karen Drago

City Court
531 Liberty Street
Schenectady, NY 12305
Telephone: (518) 382-5239
- **Schenectady City Court Judges**
  - Hon. Matthew Sypniewski • Hon. Guido Loyola

Family Court of Schenectady County
620 State Street
Schenectady, NY 12305
Telephone: (518) 285-8435 Fax: (518) 388-4496
- **Schenectady Family Court Judges**
  - Hon. Mark L. Powers • Hon. Jo Anne Assini

Rensselaer County

Supreme and County Court
Rensselaer County Courthouse
80 Second Street, Troy, NY 12180
Telephone: (518) 285-5025
- **Rensselaer Supreme Court Judges**
  - Hon. George B. Ceresia Jr. • Hon. Michael C. Lynch
  - Hon. Patrick J. McGrath
- **Rensselaer County Court Judge**
  - Hon. Andrew G. Ceresia • Hon. Robert M. Jacon

City Court
Rensselaer City Hall
62 Washington Street
Rensselaer, NY 12144
Telephone: (518) 453-4680
- **Rensselaer City Court Judges**
  - Hon. Kathleen Leahy Robichaud • Hon. Caemelo Laquidara

Family Court of Rensselaer County
1504 Fifth Avenue
Troy, NY 12180
Telephone: (518) 453-5515
- **Rensselaer Family Court Judges**
  - Hon. Catherine Cholakis • Hon. Elizabeth Marie Walsh

Area 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) 434-5113
- **Schenectady Small Claims Court**
  City Hall, Room 215, Jay Street, Schenectady, NY 12305
  Telephone: (518) 382-5077
- **Troy Small Claims Court**
  51 State Street, 3rd floor, Troy, NY 12180
  Telephone: (518) 273-2434

Area Law Libraries

Albany Law School Library
Albany Law School, 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. Librarian cannot provide legal advice. Please call for days and hours that the library is open.

New York State Library
Cultural Education Center
222 Madison Avenue, 7th floor, Albany, NY 12230
Telephone: (518) 474-5355
Provides an extensive law library and will supply basic instructions on the use of the library. Librarian cannot provide legal advice. Open Monday to Friday from 9:00 am to 5:00 pm. Located above the State Museum.

Thomas E. Dewey Library for Public Affairs and Policy
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. Please call for days and hours that the library is open.

Navigating the New York State Prison System

Navigating through the New York State prison system can be a very frustrating experience for many families of incarcerated persons. This section of the directory is intended to provide some information about state offices and other entities that can answer questions and address problems encountered by incarcerated persons and their families.

- **New York State Department of Correctional Services**
  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.
- **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.
- **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.
- **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.
- **Office of Public Information**
  Telephone: (518) 457-8182
  Answers questions regarding all aspects of DOCS and its operations.
- **New York State Commission of Correction**
  80 Wolf Road, 4th Floor, Albany, NY 12205
  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.

- **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.

Other Information

- **Correctional Rehabilitation and Life Skills Committee**
  Part of the County Human Rights Commission. Monitors physical conditions, treatment, and access to rehabilitation services at the Schenectady County Jail.

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About The Center for Law and Justice

The Center for Law and Justice envisions a peaceful, just, and compassionate community that provides each resident with equal access to the goods, services and opportunities of that community. It also seeks the fair and just treatment of all people throughout the civil and criminal justice systems, and works to reduce reliance upon incarceration.

An increased commitment to community education and organizing has allowed the Center to work collaboratively with a growing number of local and state organizations to seek policy and structural changes in our criminal justice system. In particular, we have embraced the concepts of Michelle Alexander's, The New Jim Crow. To destroy the caste system brought on by mass incarceration, we must work harder at addressing the needs of the poor and people of color through education and effective service. It is crucial that our incarcerated brothers and sisters know how to return to their communities and how to use valuable information, connect to needed services, and join with us in organizing and working for social change.

The Center for Law and Justice, including the Re-entry Center, employs four major strategies to accomplish its objectives: prevention and empowerment, community education and outreach, advocacy, and community organizing.

For more information, contact:

The Center for Law and Justice
Pine West Plaza Building 2
Washington Avenue Extension
Albany, NY 12205
Telephone: (518) 427-8361
Fax: (518) 427-8362
cflj@verizon.net
www.cflj.org

Moving Forward

The Center for Law and Justice, Inc is currently involved with a number of community collaborative projects that include:

The Upstate Campaign to End the New Jim Crow- The project, which supports the perspective of Michelle Alexander, author of "The New Jim Crow, Mass Incarceration in the Age of Colorblindness", focuses on ending the War on Drugs and the resulting mass incarceration of people of color.

Truth, Justice and Reconciliation Commission- The Center for Law and Justice is proud to partner with so many state advocates who support the goal of ending mass incarceration. The Center has been fighting for justice and equality for over 30 years. In the vein of equality and fairness, we are petitioning the governor of New York State to appoint a Truth, Justice and Reconciliation Commission to revisit the lingering impact of mass-incarceration and its devastating state impact.

Center For Law and Justice Staff

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