

On Your Own

**Information and Resources for Persons Formerly
Incarcerated, the Convicted, and their Families in the
Capital District**



Dedication

This edition is dedicated to the memory of

Charles "Chill" Hamilton,

An amazing person who died behind bars, December 27, 2008, just 24 days prior to his release on parole after 26 years of incarceration. While in prison, he earned 2 college degrees, completed over 80 programs, held leadership positions and was a mentor to many. In 25 years, he had not one disciplinary issue. Charles Hamilton's drive, compassion and optimism were an inspiration to us all. May his memory fuel us to continue the struggle for improvements in the criminal justice system.

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 an increasingly frustrating experience for many and an impossible task for others. 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 near impossible.

This directory offers community residents, specifically those convicted of crimes 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.

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Preface

This directory is intended primarily for those who have been convicted of a crime and find themselves in need of community resources, legal services, or legal information, but cannot afford to purchase such services. It is aimed at those who do not have the luxury of retaining a "family lawyer" to call upon when in need of legal assistance. Please be advised that this directory is not intended to replace the professional services of a good lawyer or other professional community providers.

The agencies 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 the 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

Available online at: www.nypl.org/branch/services/connections
Available in Spanish online at: www.nypl.org/branch/services/conexiones

For the Rochester area:

“Making Moves”
Extension Department
Monroe County Library System
115 South Avenue
Rochester, NY 14604
Available online at:
<http://www2.libraryweb.org/documentView.asp?docid=323>

For Ulster County:

“Coming Back”
Restorative Justice Group of the Social Action Committee
320 Sawkill Road
Kingston, NY 12401

Available online at:
<http://www.reentry.net/public/library.cfm?fa=download&resourceID=86360&appView=folder&folderID=87520&print>

Contents

Legal Rights and Information

• First Steps	05
• Employment Discrimination	08
• Parole	15
• Probation and Conditional Discharge	21
• Surcharges and Fees	24
• Educational Programming	26
• Housing	28
• Financial Assistance	29
• Modifying Child Support	36
• Voting Rights	38
• Veterans Benefits	40

Capital Region Resource Guide

• General Legal	41
• Lawyer Referral/Information	46
• Disability Related Agencies	47
• Human Rights Resources	48
• Mediation / Conflict Resolution	49
• Education and Employment	50
• Housing	58
• Medical / Mental Health	62
• Substance Abuse Treatment	66
• Social Services	70
• Support Groups / Counseling	74
• Food Pantries	76
• Clothing / Furniture / Household Item	77
• Child Care Providers	77

Agencies Located Outside of the Capital District	79
---	----

Local Trial Courts	80
---------------------------	----

Area Small Claims Court	83
--------------------------------	----

Area Law Libraries	83
---------------------------	----

Navigating the New York Prison System	84
--	----

Legal Rights and Information for People with Criminal Convictions

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. Since it often takes several months to obtain a new birth certificate, 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://www.nyc.gov/html/doh/downloads/pdf/vr/birth1.pdf>

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 per certificate.
- 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
P.O. Box 2602
Albany, NY 12220-2602
Phone: (518) 474-3055

Or, download a copy of the application from:

<http://www.health.state.ny.us/nysdoh/vr/applications/wdh296b.pdf>

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. 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.**

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
Federal Building, Room 430
1 Clinton Avenue
Albany, NY 12207
(800) 772-1213 or (518) 431-4051
TTY: (518) 431-4050

Schenectady County
530 Franklin Street
Schenectady, NY 12305
(800) 772-1213 or (518) 382-1001
TTY: (518) 382-9489

Rensselaer County
Suite 101
500 Federal St
Troy, NY 12180
(800) 772-1213 or (518) 271-1900
TTY: (518) 272-7264

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

C. Obtaining a New York State Driver's License

To obtain a driver's license, you must complete an MV-44 form, available online at www.nysdmv.com or at any Motor Vehicle 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. An eye test is required, which can be done at the Motor Vehicle office.

D. Obtaining a Non-Driver Photo ID Card

A person of any age who does not have 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. 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. But policies that specifically deny people jobs on the basis of arrests not followed by conviction, or policies that automatically bar those with a criminal record from employment, have been ruled illegal under federal civil rights laws. Since ethnic minorities are arrested and convicted at a greater rate than whites, courts have found that such 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 any individual a job or license (or otherwise discriminating against that person) 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**). A website for additional information is: CHRC@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;
2. The specific duties and responsibilities necessarily related 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;

3. The time which has elapsed since the person's criminal conduct, and the person's age at the time of its occurrence;
4. The seriousness of the individual's offense or offenses;
5. The legitimate interest of the employer or licensing agency in protecting property, specific persons, or the general public; and
6. 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-relatedness” 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 whether or not a job applicant has a 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 that person 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 such as: “Are you infected with HIV?” are the type of 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. But 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). But 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 must begin work before September 1, 2011.

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 (518) 457-9000

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 \$50 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

3. Make a Complaint Against 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.

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) 474-2707

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 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.

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 be 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.

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* (September, 2007).

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.
- Comply fully with the instructions of your Parole Officer and obey such special additional written conditions as he/she, a member of the Board of Parole, or an authorized representative of the Division of Parole, may impose.

2. 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.

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.

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.

b. 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. The 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.

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 three 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.

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, 97 Central Avenue, Albany, New York 12206.

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 at <http://dpc.state.ny.us/>.

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 State Director, New York State Division of Probation and Correctional Alternatives, 80 Wolf Road, Suite 501, Albany, New York, 12205.

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 the 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. For exceptions governing offenders who were living in the receiving state at the time of sentencing, see “ICAOS Rules” at http://www.interstatecompact.org/Portals/0/library/legal/ICAOS_Rules.pdf

3. Victims’ right to be heard and comment

When an offender submits a request to transfer to a receiving state or a subsequent receiving state, or to return to a sending state, the victim notification authority in the sending state must inform victims of the offender of their right to be heard and comment. Victims of the offender have the right to be heard regarding their concerns relating to the transfer request for their safety and family members’ safety. Victims have the right to contact the sending state’s interstate compact office at any time by telephone, fax, or conventional or electronic mail regarding their concerns relating to the transfer request for their safety and family members’ safety. The victim notification authority in the sending state must provide victims of the offender with information regarding how to respond and be heard if the victim so chooses.

V. 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 will be ordered by the 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.

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 used to be only pertained to those convicted of violent crimes; however, the requirement has expanded to include those convicted of 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 work an unreasonable hardship on the person or his or 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.

VI. 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; ie: 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 Jeffery Wood Re-Entry Center 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
- Private Consolidation Loans (after graduation)

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) at 1-800-433-3243 or visit the following link to the FASFA eligibility worksheet at <http://www.fafsa.ed.gov/drugwksht90.pdf> to find out if your financial aid eligibility has been effected.

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.

VII. 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. An individual desiring to apply for public housing should 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 a public housing 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.

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 keep the difference.

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: <http://AlbanyCounty.com>. For Section 8 Rental Assistance in Albany County, call (518) 641-7500 or see page 60 for Schenectady or Rensselaer county Housing Authority numbers.

VIII. 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; and
- 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 you need.

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:

- Adults without dependent children;
- Children (under 18), without a dependent child, living apart from any adult relative;
- Families otherwise eligible for public assistance in which an adult of the household is determined to be unable to work because of drugs/alcohol abuse. This adult household member must be in compliance with the screening, assessment and rehabilitation requirements.
- Families of persons refusing drug/alcohol screening, assessment, or treatment; (the person refusing treatment is ineligible for assistance)
- Persons who have exceeded the 60-month limit on assistance;
- Aliens who are eligible for public 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

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. For Albany County, call (518) 447-7653.

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:

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)

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.

Furnace Repair or Replacement

The Furnace Repair and Replacement Component of the Home Energy Assistance Program is available to help eligible low-income home owners 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. Food Stamps

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

Eligibility for food stamps is determined by household size, income, housing costs, and in some instances, outside resources.

Your household is eligible for food stamps 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 food stamp application process entails a fingerprinting of all adult members of a particular family.

For more information on food stamps, and to calculate your possible monthly allowance, go to:

http://www.albanycounty.com/departments/dss/programs_services.asp?id=410

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 member.	

Albany County Department of Social Services

* Because most households who receive Food Stamps have some income, the average Food Stamp 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, such as a birth certificate
- 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

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, please visit:
http://www.health.state.ny.us/health_care/medicaid/index.htm

Or contact the appropriate Medicaid office:

Albany County
162 Washington Avenue
Albany, NY 12210
(518) 447-7492

Schenectady County
487 Nott Street
Schenectady, NY 12308
(518) 388-4470

Rensselaer County
127 Bloomingrove Drive
Troy, NY 12180-8403
(518) 883-6000

IX. Modifying Child Support Payments

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 arrearages (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 arrearages, 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 arrearage 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 the address and phone number of all other Child Support Offices, call (800) 846-0773.

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

X. Voting Rights

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

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. Upon completion, the application must be mailed to your county Board no later than the seventh day before the election or delivered in person no later than the day before the election. You will then receive your ballot. You must return your ballot to the Board with a postmark no later than the day before the election.

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

XI. 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 Veterans 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.

Capital Region Resource Guide

I. General Legal

Center for Law and Justice

Physical Location: 153 South Pearl Street, Albany, NY 12202

By mail: Pine West Plaza #2, Washington Avenue Extension,
Albany, NY 12205

Telephone: (518) 427-8361 Fax: (518)427-8362

E mail: cflj@verizon.net

Website: www.cflj.org

www.centerforlawandjustice.pbworks.com

Provides legal rights and criminal justice information and will assist with limited legal and criminal justice complaints. Also provides criminal justice advocacy, community education, and re-entry services through the *Jeffrey Wood Re-Entry Center*, See page 54.

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) 474-8816

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) 457-5519

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 services 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

Provides free legal services and representation in the areas including, but not limited to; landlord-tenant, public assistance, social security disability, and family law. Serves individuals from Albany, Columbia, Greene, Rensselaer, and Schenectady counties.

The Legal Project, Capital District Women's Bar Association

6 Executive Park Drive, Executive Park, Albany, NY 12203
Telephone: (518) 435-1770
Fax: (518) 435-1773

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 Service, Capital District Psychiatric Center

75 New Scotland Avenue, Albany, NY 12208
Telephone: (518) 447-9664
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

138 Clinton Avenue, Albany, NY 12207
Telephone: (518) 462-1246

Troy Branch

542 8th Street, Troy, NY 12180
Telephone: (518) 271-0700

New York Civil Liberties Union (Capital Region Chapter)

90 State Street, Albany, NY 12207

Telephone: (518) 436-8594

Fax: (518) 426-9341

Seeks to preserve and extend constitutional rights and privileges found mainly in the Bill of Rights. 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: 118 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

90 State St., Suite 601, Albany, NY 12207

Telephone: (518) 449-3375 (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.

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 under law.

Albany County Bar Association

Albany County Courthouse, 1 Lodge St., 2nd Floor, 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

1802 Eastern Parkway, Niskayuna, NY 12309
Telephone: (518) 393-4115

III. Disability Related Agencies

Capital District Center for Independence

855 Central Avenue, Albany, NY 12206

Telephone: (518) 459-6422

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) 489-8336

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) 445-2311

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, Albany, NY 12207

Telephone: (518) 432-7861

Fax: (518) 427-6561

Provides individual legal assistance, information, and referral for individuals with disabilities, their families, and guardians. The agency provides legal advice and representation, if necessary, on behalf of clients. In addition, they provide individuals and families with information on their rights and how to protect them.

Independent Living Center of the Hudson Valley

Troy Atrium #49

Broadway & 4th Street, Troy, NY 12180

Telephone: (518) 274-0701

Provides services to individuals with disabilities and their families.

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 referral regarding community resources and programs, recreational services, special education services, civil rights, employment, accessibility, travel, and assistive technology.

IV. Human Rights Resources

Division of Human Rights, New York State

Corning Tower, 28th Floor, Albany, NY 12220

Telephone: (518) 474-2705

Fax: (518) 473-3422

Website: www.dhr.state.ny.us

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.

The Center for Alternative Dispute Resolution

10 Russell Road 2nd Floor, Albany, NY 12206

Telephone: (518) 446-0356

Fax: (518) 446-0379

Website: www.meditationmatters.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.

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.

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.

AbleBody Temporary Services

171 Montgomery Street, Albany, NY 12207

Telephone: (518) 432-0721

Fax: (518) 432-0842

Website: www.ablebodied.com

Services: Temporary job placements which are mostly heavy labor oriented jobs. Workers can be paid the same day if they are finished before 6PM, otherwise they can get paid the next day.

Eligibility: Applicants need two forms of identification such as a license or other form of picture identification as well as a Social Security card or Birth Certificate.

Access: Workers need to arrive at the office by 5:30 AM and will be sent to available jobs on a first come, first serve basis. Individuals need to apply in person at the office between 10:00AM and 2:00PM prior to showing up for work.

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.

Adolescent Employability Skills Plus Program, Inc.

69 Lexington Avenue, Albany, NY 12206

Contact: Natasha Jackson

Telephone: (518) 465-5172

Fax: (518) 462-2610

Services for youth recently released from state or county facilities, probation or the courts, and youth referred from the school systems as a result of school disciplinary suspension. Services include case management, employment assistance, GED assistance, and job readiness training.

Adult Learning Center

27 Western Avenue, Albany, NY 12203

Telephone (518) 462-7292

Fax: (518) 462-7104

Free assistance in adult basic education, high school completion, home study, and English as a second language. Also provides case management, career counseling, job placement, and occupational classes.

Albany Community Action Partnership (ACAP)

333 Sheridan Ave, Albany, NY 12206

Telephone: (518) 465-4337

Website: www.acoi.com

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

Attentive Personnel

5 Computer Drive West, Albany, NY 12205

Telephone: (518) 438-6021

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 12210

Telephone: (518) 447-3017

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

145 Congress St.

30 Russell Rd.

Troy, NY 12180

Albany, NY 12206

Telephone: (518) 273-1900

Provides free academic programming for GED preparation, college preparation, and English as a second language. Also, has a program that provides training in specialized employment fields and/or career counseling.

Career Central

175 Central Avenue, Albany, NY 12206

Telephone: (518) 462-7600

Fax: (518) 462-2772

Employment services including job search, classroom training skills, and on-the-job training. No fee for services.

Career Links (A Subdivision of Albany Community Action Partnership)

333 Sheridan Ave, Albany, NY 12206

Telephone: (518) 465-4337

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.ccrda.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.

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.

Hispanic Outreach

40 N. Main Ave, Albany, NY 12203

Telephone: (518) 453-6655

Fax: (518) 453-6792

Website: www.hispanicoutreachservices.org

Spanish speaking capability.

A human service agency committed to the betterment of the Hispanic/Latino community. Four outreach offices in the Capital Region (Albany, Amsterdam, Schenectady and Troy). Services include a Family Assistance Program to assist clients in becoming self-sufficient and a Hispanic Youth Program to assist youth to perform well in school to avoid academic failure and potential dropout.

Interfaith Partnership for the Homeless

176 Sheridan Ave, Albany, NY 12210

Telephone: (518) 434-8021

Fax: (518) 432-7148

See description under Social Services section of this guide.

Jeffrey Wood Re-Entry Center

Physical Address: 153 South Pearl Street, Albany, NY 12202

Mailing Address: Pine West Plaza, Building 2,

Washington Avenue Extension, Albany, NY, 12205.

Telephone: (518) 427-8361

Services include educational advocacy, referral, legal guidance, a “First Stop Drop-in Center” at the Albany public library, informal mentoring, and strategies to acquire employment, education, training, healthcare, treatment, and housing assistance.

Labor Ready:**Albany**

165 South Pearl St., Albany, NY 12204

Telephone: (800) 245-2267

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: 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

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

433 State St, 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.

Project ReConnect

Physical Address: 153 South Pearl Street, Albany, NY 12202

Mailing Address: Pine West Plaza, Building 2,

Washington Avenue Extension, Albany, NY, 12205.

Telephone: (518) 427-8361

Services provided by the Jeffrey Wood Re-entry Center.

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)

433 State Street, 3rd Floor, Schenectady, NY 12305

Telephone: (518) 382-5951

Fax: (518) 344- 2815

Provides employment and training services to low income residents and dislocated workers.

Select Staffing

105 Wolf Road, 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.

Access: Call for an assessment appointment

SUNY College and Career Counseling Center at Schenectady

120 Emmons Street, Schenectady, NY 12304

Telephone: (518) 370-2654

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.

Eleanor Young Outpatient Clinic

134 Franklin Street, Albany, NY 12202

Telephone: (518) 465-8034

E-Mail: appetery@aol.com

See description in the Substance Abuse Treatment section of this guide.

University at Albany Career Services Unit

299 Washington Ave., Albany, NY 12203

Telephone: (518) 442-4900

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) 474-1711

Website: vesidaadm@mail.nysed.gov

Provides vocational training to individuals with disabilities.

Note: People who have been previously incarcerated or have substance abuse issues qualify for these services.

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.

Washington Irving Educational Center

422 Mumford Street, Schenectady, NY 12307

Telephone: (518) 370-8220

Fax: (518) 370-8225

Website: www.schenectady.k12.ny.us

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

175 Central Ave, Albany, NY 12206

Telephone: (518) 462-7600 ext. 184 or 187

Website: www.cdwercc.org

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

Workforce Investment Act

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.timesunion.com/communities/ahc

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. Refers people in need of transitional housing to the Veterans' House, a residential facility.

Bethesda House

418 Liberty Street, Schenectady, NY 12305

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 voice mail, 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

Website: www.better-neighborhoods.org

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

352 Central Avenue, Albany, NY 12206

Telephone: (518) 427-5056

Fax: (518) 427-5059

See description under Medical / Mental Health Section of this directory.

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

40 North Main Ave., Albany, NY 12203

Telephone: (518) 459-0183

Fax: (518) 459-0202

Develops/operates SRO's and family apartments. Scattered site housing for 19 families. Case management, site managers, tenants associations, food cooperatives included.

City Mission

311 Clinton St, 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 description under Social Services section of this guide.

Albany, 162 Washington Avenue, Albany, NY 12207

Telephone: (518) 447-7403

Rensselaer, 133 Bloomington Drive, Troy, NY 12180

Telephone: (518) 833-6600

Schenectady, 487 Nott Street, Schenectady, NY 12308

Telephone: (518) 388-4470

DePaul Residence

504 Central Avenue, Albany, NY 12206

Telephone: (518) 482-3248

Temporary residence for homeless individuals who have a psychosocial diagnosis, substance abuse problem or mental illness.

Equinox

95 Central Avenue, Albany, NY 12206

Telephone: (518) 434-6135

Fax: (518) 434-4502

Website: www.equinoxinc.org

See description under the Medical / Mental Health section of this guide.

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) 272-3211

Schenectady Telephone: (518) 386-7000

Interfaith Partnership for the Homeless

176 Sheridan Ave, Albany, NY 12210

Telephone: (518) 434-8021

Fax: (518) 432-7148

See description under Social Services section of this guide.

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)

40 N. Main Ave, 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 Homeless and Traveler’s Aid Society of the Capital District (HATAS).*

Mohawk Opportunities, Inc.

218 Nott Terrace, Schenectady, NY 12307

Telephone: (518) 374-8424

Fax: (518) 374-8440

Website: www.timesunion.com/communities/mo

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

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

HIV/AIDS Program: (518) 374-5070

Safe House

1344 Albany St, Schenectady, NY 12304

Telephone: (518) 374-0166

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.

Eleanor Young Outpatient Clinic

134 Franklin Street, Albany, NY 12202

Telephone: (518) 465-8034

See description in the Substance Abuse Treatment section of this guide.

United Tenants of Albany

33 Clinton Avenue, Albany, NY 12207

Telephone: (518) 436-8997

Fax: (518) 436-0320

Website: www.utralb@verizon.net

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) 447-9650

Fax: (518) 426-5980

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

Sliding scale fees.

Capital Area Peer Services

352 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

Fax: (518) 238-1039

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 (518) 447-4580:

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

Rensselaer (518) 270-2660:

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

Schenectady (518) 346-2187:

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 Navigator

Telephone: (518) 462-7600 ext. 165

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) 344-2762

433 State St., Schenectady, NY 12305

Rensselaer (518)270-2860

Ned Patterson Building, 100 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.

Koinonia Health Care

553 Clinton Avenue, Albany, NY 12206

Telephone: (518) 689- 0282

Fax: (518) 689-0283

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

Perryhouse

28 Delaware Terrace, Albany, NY 12208

Telephone: 427-2463

Website: supportministries.org

Residential programs in Albany and Waterford for persons with HIV.

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 - 259 Lark St, Albany, NY 12210

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

Public Health Clinic

600 Franklin St, Room 106, Schenectady, NY 12305

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.

Unity House of Troy, Inc.

33 2nd St, Troy, NY 12180

Telephone: (518) 274-2607

Fax: (518) 271-8502

Provides housing, case management, and counseling services for adults diagnosed with a mental illness.

University at Albany Psychological Services Center

299 Washington Ave., Albany, NY 12203

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. Substance Abuse Treatment

Addiction Care Center of Albany

90 McCarty Avenue, Albany, NY 12202

Telephone: (518) 465-5470

Fax: (518) 427-0854

Website: www.albanycitizenscouncil.org

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 seeking services.

Alcoholics Anonymous

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

Albany County

PO Box 6042, Albany, NY 12206

Telephone: (518) 528-5823

Rensselaer

PO Box 33, Troy, NY 12180

Telephone: (518) 273-2225

Schenectady

430 Cedar Street, Schenectady, NY 12306

Telephone: (518) 242-4989

Alcoholism and Substance Abuse Council of Schenectady County, Inc.

302 State Street, Schenectady, NY 12305

Telephone: (518) 346-4436

Fax: (518) 346-6435

www.newchoicesrecovery.org

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

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 for individuals in financial hardship.

Council on Alcoholism & Other Chemical Dependencies

90 McCarty Ave, Albany, NY 12202

Telephone: (518) 434-2367

Fax: (518) 427-0854

Website: www.theacca.net

"Healing the hearts of everyone touched by addiction." Provides substance abuse treatment, outpatient treatment, and housing. Must call to make an appointment.

Hope House, Inc.

40 Colvin Avenue, Albany, NY 12206

Telephone: (518) 482-4673

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

Hospitality House

271 Central Avenue, Albany, NY 12206

Telephone: (518) 434-6468

Fax: (518) 434-6302

A residential substance abuse treatment program that serves individuals eligible for public assistance

Hudson-Mohawk Recovery Center

16 First 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.

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.

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.

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 Institution-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

900 Lark Drive, Albany, NY 12207

Telephone: (518) 465-9345 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.

YMCA of the Capital District

13 State Street, Schenectady, NY 12305

Telephone: (518) 374-9136

See description under Housing section of this guide.

X. Social Services**Birth Right**

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

Website: diocesan.housing@rcda.org

Offers resources that can 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 HispanoAmericano, Inc.

230 Green St, Albany, NY 12202

Telephone: (518) 465-1145

Website: www.centralcivicoalbany.com

Family Support Services; Comprehensive Medicaid Case Management (CMCM); Ernestina DiCioccio Bilingual Day Care, and Computer Literacy Training Program.

Community Crisis Network/Schenectady Community Action Program

913 Albany Street, Schenectady, NY 12307

Telephone: (518) 374-9425 or 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 8:30AM-4PM, and Tuesday and Thursday 8:30AM-8PM.

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) 447-7403

Rensselaer, 133 Bloomingrove Drive, Troy, NY 12180
Telephone: (518) 833-6600

Schenectady, 487 Nott St., Schenectady, NY 12308
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.

Hispanic Outreach

40 N. Main Ave, Albany, NY 12203

Telephone: (518) 453-6650

Fax: (518) 453-6792

See description in Education and Employment section of this guide.

Interfaith Partnership for Homeless

176 Sheridan Ave, Albany, NY 12210

Telephone: (518) 434-8021

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.

Public Utility Law Project of New York

194 Washington Ave, Ste. 420, Albany, NY 12210

Telephone: (518) 449-3375 Fax: (518) 449-1769

Website: www.pulp.tc

Offers lifeline services for recipients of government assistance. This “basic telephone service” includes many features, such as unlimited incoming calls, contact for emergency services, connection to a long distance company, and many more. Hours are Monday-Friday, 9AM-5PM.

Salvation Army Women and Children Center

168 Lafayette St, Schenectady, N.Y. 12305

Telephone: (518) 370-0276

Provides emergency assistance to women and children residing in Schenectady County.

Schenectady Community Action Program (SCAP)

913 Albany Street, Schenectady, NY 12307

Telephone: (518) 374-9181

See description in Education and Employment Section of this guide.

Schenectady Inner City Ministry Center (SICM)

930 Albany Street, Schenectady, NY 12307

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.

Senior Services

Provides information and referral, advocacy, outreach and employment services.

Albany County Department for Aging

162 Washington Ave, Albany, NY 12210

Telephone: (518) 447-7177

Fax: (518) 447-7188

Website: www.albanyco.com/aging

Schenectady County Office for the Aging, Schaffer Heights
107 Nott Terrace, 2nd Floor, Suite 202, Schenectady, NY 12308
Telephone: (518) 382-8644

Unified Family Services for the Rensselaer County
County Office Building, Troy, NY 12180
Telephone: (518) 270-273

United Way 211

Telephone: *dial* 211 or 1-888-366-3211
Website: (Northeast Region) www.211ny.org
If you don't know where to turn, call 211! Call to receive help concerning the following issues: 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. If your county is not one of those listed, there is a great possibility of it joining 211 in the future. The Northeast region contains Albany, Colombia, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington counties.

Unity House of Troy, Inc.
33 2nd St, Troy, NY 12180
Telephone: (518) 274-2607
Fax: (518) 271-8502
Website: www.unityhouse.ny.org
Social service agency offering Street Ministry; Families in Crisis; Adults with Mental Illness; HIV/AIDS Services; Unity Sunshine Program; day care.

Veterans' Service Agency
1600 Seventh Avenue, Troy, NY 12180
Telephone: (518) 270-2760
E-Mail: breiter@rensko.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.

XI. Support Groups / Counseling

Alcoholics Anonymous of the Greater Capital District
575 Broadway, Albany, NY 12207
Telephone: (518) 463-0906
Provides information on local meeting schedules and support groups.

Birth Right

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.

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

95 Central Avenue, Albany, NY 12206
Telephone: (518) 434-6135
Fax: (518) 434-4502
Website: www.equinoxinc.org
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.

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.

Mediation Matters

10 North Russell Road 2nd Floor, Albany, N.Y. 12206

Telephone: (518) 446-0356

Fax: (518) 446-0379

Provides family counseling and mediation, helps settle disputes.

Prison Action Network

P.O. Box 6355 Albany, NY 12206

Telephone: (518) 253-7533

Web-blog: Prisonaction.blogspot.com

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

Prison Families of New York, Inc.

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

Telephone (518) 453-6659

Provides a free and confidential weekly support group for families, friends, and persons formerly convicted and concerned citizens 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

73 Ten Broeck Street, Albany, NY 12202-1169

Telephone: (518) 434-1026

An informal organization of successful, previously incarcerated individuals who provide information and support to people returning to the Capital District from prison.

Services: Re-entry orientation meetings; employment workshops.

XII. 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 <http://www.cdcg.org/VeggieMobile.html> for a schedule.

Food Pantries for The Capital District

32 Essex Street, P.O. Box 6896, Albany, NY 12206

Telephone: (518) 458-1167

Coordinates food distribution within Albany/Rensselaer counties regarding emergency food and advises those who wish to open a food pantry in their area.

New Hope Gospel Fellowship: New Hope Food Pantry

1201 Union Street, Schenectady, NY 12308

Telephone: (518) 372-7070

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

930 Albany St, Schenectady, NY 12305

Located at the First United Methodist Church

Telephone: (518) 374-2683

Provides emergency food assistance.

XIII. 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 from the United Tenants Association is needed (see housing section), or a referral from a service or care provider. Call Monday thru Friday for information and requirements.

City Mission Store

313 Clinton Street, Schenectady, NY 12305

Provides clothing for needy families. Agency referral required.

Interfaith Homeless Shelter

176 Sheridan Ave, Albany, NY 12210

Has a clothing pantry open to the public. All items are free. No referral needed. Hours are Monday thru Friday, 9AM to 2PM.

Salvation Army

20 South Ferry Street, Albany, NY 12202

Telephone: (518) 463-6678

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.

XIV. 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) 489-8336

Fax: (518)437-5705

Early Learning Center

25 Monroe Street, Albany, NY 12210

Telephone: (518) 463-0655

Headstart

1252 Albany St., Schenectady, NY 12304

Telephone: (518) 377-8539

Offers free preschool programs for 3-4 year olds for income eligible families. Preschool program runs from September to June. Seating is limited.

Pine Hills Montessori, Inc.

715 Morris Street, Albany, NY 12208

Telephone: (518) 458-2851

Fax: (518) 458-1198

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

Trinity Child Care Center at St. Paul's

21 Hackett Blvd., Albany, NY 12208

Telephone: (518) 436-9560

Selected Agencies Outside the Capital District

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 to report 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.

Innocence Project

Benjamin N. Cardozo School of Law

100 5th Avenue, 3rd Floor, New York, NY 10001

Telephone: (212) 364-5340

Provides legal assistance to inmates in cases where DNA testing of evidence can yield conclusive proof of innocence. Cases must involve biological evidence, e.g. spermatozoa, blood, saliva, skin, hair. All cases for consideration should be mailed with the following information: a brief factual summary of the case, and a list of the evidence used against the defendant. Do not send any documents until you receive a written request to do so. They do not accept cases where DNA testing has already been performed with conclusive results, nor can they provide general legal research.

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. Provides assistance to all New York state residents.

Prisoners' Rights Project

Legal Aid Society, 199 Water Street, Ste. 400, New York, NY 10038

Telephone (212) -577-3530

Assists persons incarcerated in New York State with problems related to medical care, correction officer misuse of force, assault or risk of assault by other inmates, and with issues related to jail time credit.

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) 487-5860

Albany Supreme Court Judges

Hon. Eugene Devine

Hon. John C. Egan, Jr.

Hon. Michael C. Lynch

Hon. Joseph C. Teresi

Albany County Court Judges

Hon. Thomas A. Breslin

Hon. Stephen W. Herrick

City Court

Criminal: Morton Ave & Broad Street, Albany, NY 12202

Civil and Traffic: Albany City Hall, Room 209,

24 Eagle Street, Albany, NY 12207

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

Schenectady County Court Judge

Hon. Karen Drago

City Court

531 Liberty Street
Schenectady, NY 12305
Telephone: (518) 382-5239

Schenectady City Court Judges

Hon. Vincent Versaci
Hon. Christine Clarke
Hon. Guido Loyola

Family Court of Schenectady County

620 State Street
Schenectady, NY 12208
Telephone: (518) 285-8435 Fax: (518) 388-4496

Schenectady Family Court Judges

Hon. Judge Jo Anne Asini
Hon. Judge Mark L. Powers

Rensselaer County

Supreme and County Court

Rensselaer County Courthouse
80 Second Street, Troy, NY 12180
Telephone: (518) 270-3728

Rensselaer Supreme Court Judges

Hon. George B. Ceresia Jr.
Hon. James B. Canfield

Rensselaer County Court Judge

Hon. Patrick J. McGrath

City Court

Rensselaer City Hall
505 Broadway
Rensselaer, NY 12144
Telephone: (518) 462-6751

Rensselaer City Court Judges

Hon. Kathleen Leahy Robichaud
Hon. Christopher T. Maier
Hon. Matthew J. Turner

Family Court of Rensselaer County

1504 Fifth Avenue
Troy, NY 12180
Telephone: (518) 270-3761

Rensselaer Family Court Judges

Hon. Linda C. Griffin
Hon. Catherine Cholakis

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 up to \$3,000.

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 Avenue, Albany, NY 12208
Telephone: (518) 445-2332
Provides a complete law library and will supply basic instructions on the use of the library. Cannot provide legal advice. Please call for days and hours that the library is open.

New York State Library

Cultural Education Center, 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. 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. 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

• **Transportation to Prisons**

For information on free state-sponsored buses to prisons, call the Office of Ministerial and Family Services at the Department of Correctional Services at (518) 402-1700

• **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.

Directory Of Resources

<i>Organization</i>	<i>Page</i>
AbleBody Temporary Services.....	50
Access Transit Services, Inc.....	62
Addiction Care Center of Albany.....	66
Adecco Employment Services.....	50
Adolescent Employability Skills Plus Program, Inc.....	50
Adult Learning Center.....	51
AIDS Council of Northeastern New York.....	62
AIDS Law Project.....	41
Albany Community Action Partnership (ACAP).....	51
Albany County Bar Association.....	46
Albany County Courts.....	80
Albany County Mobile Crisis Team.....	63
Albany County Opportunities.....	77
Albany District Attorneys’ Offices.....	43
Albany Housing Coalition.....	58
Albany Jewish Community Center.....	77
Albany Law School Library.....	83
Albany Medical Center Kidskeller.....	77
Alcoholics Anonymous, Albany, Schenectady, Rensselaer.....	67, 74
Alcoholism and Substance Abuse Council of Schenectady County, Inc.....	67
Attentive Personnel.....	51
Barriers Project.....	51
Bethesda House.....	58
Better Neighborhoods.....	58
Birth Right.....	70, 74
Booth Home.....	58
Bridge Center of Schenectady, Inc.....	67
Capital Area Peer Services.....	59, 63
Capital City Rescue Mission.....	59
Capital District African American Coalition on AIDS.....	63
Capital District Center for Independence.....	47
Capital District Child Care Council.....	78
Capital District Educational Opportunity Center (Albany and Troy).....	52
Career Central.....	52
Career Links.....	52
Carver Community Counseling Services.....	67

Catholics Charities.....	52
Catholic Charities HIV/AIDS Services.....	63
Catholic Charities Housing Office.....	59,70
Center for Alternative Dispute Resolution, The.....	49
Center for Law and Justice.....	41
Center for Disabilities Services.....	47
Centro Civico Hispano Americano, Inc.....	52, 70
Children’s Law Project.....	41
Circles of Mercy.....	74
Citizens’ Police Review Board.....	41
City Mission, Schenectady.....	59
City Mission Store.....	77
Civil Rights and Disabilities Law Project.....	47
Classification and Movement.....	84
Clearview Center.....	63
Clinical Legal Studies Program of Albany Law School.....	41
Clover Patch Day Care Center.....	78
Commission on Judicial Conduct, New York State.....	42
Committee on Open Government, New York State.....	42
Committee on Professional Standards, New York State.....	42
Community Crisis Network/ Schenectady Community Action Program.....	70
Community Dispute Settlement.....	49
Community Gardens: Veggie Mobile.....	76
Cornell Cooperative Extension.....	53
Correctional Association of NY.....	79
Citizen’s Council on Alcoholism & Other Chemical Dependencies.....	68
Counseling Care and Services Inc.....	63
County Health Department, Albany, Schenectady, Rensselaer.....	64
Damien Center, Albany, Schenectady.....	64
Department of Family Assistance, Albany, Schenectady, Rensselaer.....	59,71
Department of Health Division of Legal Affairs, New York State.....	42
Department of Labor Public Information Office, New York State.....	42
DePaul Residence.....	60
Disability Advocates.....	47
Disability Navigator, Albany, Rensselaer, Schenectady.....	64
Division of Human Rights, New York State.....	48
Dispute Resolution Program.....	49
District Attorney’s Offices.....	43
Early Learning Center.....	78
Equinox.....	60, 64, 74

Empire Justice Center.....	43
Employment and Training, Rensselaer County.....	53
Family and Children Service of Schenectady.....	65
Family Court of Albany, Schenectady, and Rensselaer Counties.....	81, 82
First Stop/ The Next Step.....	53
Food Pantries for the Capital District.....	71,76
Fusco Personnel.....	53
Gambling Recovery Center.....	74
Headstart.....	78
Hispanic Outreach.....	53, 71
Homeless Action Committee.....	60
Homeless and Travelers Aid Society.....	60
Hometown Health Center.....	65
Hope House, Inc.....	68
Horizon Center, Inc.....	74
Hospitality House.....	68
Housing Authority, Albany, Schenectady, and Rensselaer.....	60
Hudson-Mohawk Recovery Center.....	68
Human Rights Commission, Albany, Schenectady.....	48
Independent Living Center of the Hudson Valley.....	48
Innocence Project.....	79
Interfaith Homeless Shelter.....	77
Interfaith Partnership for the Homeless.....	54, 60, 71
Joseph House and Shelter.....	61
Jeffrey Wood Re-entry Center.....	54
Koinonia Health Care.....	65
Labor Ready, Albany, Troy, Schenectady.....	54
Law, Order and Justice Center.....	43
Lawyers’ Fund for Client Protection.....	43
Legal Action Center.....	79
Legal Aid Society of Northeastern New York.....	44
Legal Project, Capital District Women’s Bar Association, The.....	44
Literacy Volunteers.....	55
Literacy Volunteers of Rensselaer County.....	55
Mediation Matters.....	75
Mental Hygiene Legal Service, Capital District Psychiatric Center.....	44
Marillac Homeless Family Shelter.....	61
Mohawk Opportunities, Inc.....	61
NAACP, Albany, Troy.....	44
Narcotics Anonymous.....	69

New Hope Gospel Fellowship.....	76
New York Civil Liberties Union (Capital Region Chapter).....	45
New York State Bar Association.....	46
New York State Commission of Correction.....	85
New York State Defenders Association.....	45
New York State Library.....	83
New York State Department of Correctional Services.....	84
Northeast Career Planning.....	55
Office of Guidance and Counseling.....	84
Office of Ministerial and Family Services.....	84
Office of Public Information.....	85
One Stop.....	55
Pearl Street Counseling.....	69
Perryhouse.....	65
Pine Hills Montessori, Inc.....	78
Planned Parenthood, Albany, Schenectady, Troy.....	65
Prison Action Network.....	75
Prison Families of New York, Inc.....	75
Prisoners' Legal Services (PLS).....	45
Prisoners' Rights Project.....	79
Project ReConnect.....	55
Psychological Services Center.....	75
Public Defenders' Offices of Albany, Schenectady, Rensselaer.....	45
Public Health Clinic.....	66
Public Utility Law Project of Albany.....	46, 72
Rehabilitation Support Services (R.S.S.).....	66
Rensselaer County Bar Association.....	46
Rensselaer County Courts.....	82
Rensselaer District Attorneys' Offices.....	43
ROOTS, Inc.....	75
Safe House.....	61
Salvation Army, Adult Rehabilitation Center.....	69
Salvation Army, Albany.....	76, 77
Salvation Army, Troy.....	76
Salvation Army, Schenectady.....	76
Salvation Army, Women and Children Center.....	72
Schenectady Community Action Program (SCAP).....	55, 72
Schenectady County Bar Association.....	47
Schenectady County Courts.....	81
Schenectady District Attorney's Office.....	43

Schenectady Inner City Ministry Center (SICM).....	72
Schenectady Inner City Ministry Food Pantry.....	77
Schenectady Job Training Agency (SJTA).....	56
Section 8 Rental Assistance.....	61
Select Staffing.....	56
Senior Services, Albany, Schenectady, Rensselaer.....	72, 73
Small Claims Court, Albany, Schenectady, Troy.....	83
St. Matthew Lutheran School.....	78
SUNY College and Career Counseling Center at Schenectady.....	56
Temple Israel.....	78
T.H.E. Program, Peter G. Young Housing, Industry and Treatment Inc.....	56, 62, 69
Thomas E. Dewey Library for Public Affairs and Policy.....	83
Toyland Day Nursery.....	78
Transportation to Prisons.....	85
Trinity Child Care Center at St. Paul's.....	78
Trinity Institution-Homer Perkins Center.....	69
United Tenants of Albany.....	62
United Way 211.....	73
Unity House of Troy, Inc.....	66, 73
University at Albany Career Services Unit.....	56
University at Albany Psychological Services Center.....	66
VESID.....	57
Veterans' Service Agency.....	73
Wade Center, The.....	57
Washington Irving Educational Center.....	57
Whitney M. Young, Jr. Health Center.....	69
Women's Employment & Resource Center.....	57
Workforce Investment Act.....	57
YMCA of the Capital District.....	62, 70

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.

The primary component of the Center for Law and Justice, the Jeffrey Wood Re-Entry Center, facilitates the successful transition into mainstream society of those residents with a criminal conviction and/or incarceration experience. The Re-Entry Center strives to educate the community to embrace the entire spectrum of issues encompassed in re-entry, from crime prevention to post-incarceration transition services, and identifies and alleviates individual, social, and institutional barriers to re-entry.

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.centerforlawandjustice.pbworks.com