



Welcome to the Westchester-Putnam Career Center Network. The "Network" is made up of four Career Centers located in White Plains, Mount Vernon, Peekskill, and Carmel and are primarily staffed by Westchester County, Putnam County, and New York State Department of Labor employees to provide free state-of-the-art technology, training, resources, and services to youth, adults, and employers. The Network also includes partner agencies who work in cooperation to provide expanded services. You are required to register online or on-site at a Career Center to obtain an NY# in order to participate in all programs, workshops, and services. For more information visit www.westchesterputnamonestop.com.

- 1) **White Plains Career Center**, 120 Bloomingdale Road, White Plains, NY 10605 • (914) 995-3910 • 8:30am–5:00pm
- 2) **Mount Vernon Career Center**, 130 Mount Vernon Avenue, 1st floor, Mt. Vernon, NY 10550 • (914) 813-6555 • 9:00am–5:00pm
- 3) **Peekskill Career Center**, 201 South James St., Peekskill, NY 10566 • (914) 737-3490 • 8:30am–5:00pm
- 4) **Carmel Career Center**, 110 Old Route Six, Bldg #3, Carmel, NY 10512 • (845) 808-1651 • 9:00am–5:00pm (8am–4pm mid-June to mid-Sept.)

Overview of Services Available to You:

1. **RESOURCE ROOM** – Our Resource Rooms are available for your job search use Monday to Friday during business hours, with no appointment necessary (details for each center listed above). They are equipped with computers with Internet access, telephones, photocopier, scanner, printers, fax machine, job postings, community supportive services postings, and staff assistance to support your independent job search. Simply go to the front desk to sign in and choose an open computer. A time limit may be enforced based on demand. Basic computer skills are required.
2. **CAREER DEVELOPMENT WORKSHOPS** – We offer a wide variety of workshops such as: Resume, Cover Letter, Job Search, Interviewing, Stress Management, Microsoft Skills, Financial Education, and Networking. Visit www.westchesterputnamonestop.com/workshop or see our Workshop Calendar (attached). You must have a Job-Seeker Account and NY# to register for the workshops. Statewide workshops are posted online at: <http://labor.ny.gov/workforcenypartners/career-center-events.shtm>.
3. **JOB RECRUITMENT AND JOB OPENINGS** – We can help connect and refer you to jobs! Businesses looking to fill job openings hold recruiting events and post job orders with us.
 - a. www.westchesterputnamonestop.com – the Westchester-Putnam Workforce Board Career Center’s website provides local information for job-seekers, employers, and youth, including details on career training programs, job readiness and computer skills workshops, local area job listings, and recruitment events. Jobs are vetted by our staff and posted daily and are removed after 90 days. You will need to create a Westchester-Putnam Job-Seeker Account to post your resume and apply for jobs. Use this website in addition to your JobZone account which provides career management tools.
 - b. This website lists open jobs throughout New York State and the U.S. and can be accessed at <http://newyork.us.jobs>. You will need to create a New York State Job-Seeker account to post your resume and apply for jobs. Jobs can be filtered by occupation, state, industry, and more.
 - c. Need personalized job search assistance? Our staff can sit with you 1-on-1 and conduct a job search with you in our database. Let the orientation presenter know you are interested in this service and we will book an appointment for you.
4. **ACCESS TO JOBZONE** – www.jobzone.ny.gov – The JobZone website is an interactive resource supplementing the www.westchesterputnamonestop.com site to help adults manage their careers. It is the perfect tool to plan your future, organize your job search, explore career interests, and develop customized resumes, as well as information on more than 800 careers. All customers collecting Unemployment Insurance from New York State automatically receive a free JobZone account. We recommend that all customers create a profile in order to generate a NY# which is needed to receive career center services. Once you complete your JobZone account, you can call 914-995-3926 and leave a message stating your name, contact phone, and that you want your JobZone number. You will be called back in 24 hours.
 - a. The Department of Labor (DOL) provides JobZone workshops at the White Plains Career Center on Wednesdays at 11:45am.
5. **RESUME ASSISTANCE** – Our Career Center staff are available to assist you. Job search professionals can work with you to review and critique your resume in one of our Resume Workshops or individually in 1-on-1 sessions. See our Workshop Calendar (attached) or visit www.westchesterputnamonestop.com/workshop. You must have a Job-Seeker Account and NY# to register for the workshops. Seating is limited. You can also find information on how to write and organize your resume at www.labor.ny.gov/careerservices/findajob/res_fun.shtm
6. **PROFESSIONAL CAREER COUNSELING** – Finding challenges in your work search? Looking for a new career? Stuck in your career search? Our Employment Counselors can help assess your needs, skills and interests, and provide you with job guidance to help you develop an employment plan. Please ask to be assessed to determine eligibility. Employment Counseling sessions are by referral/appointment only.
7. **VETERANS ARE OUR PRIORITY!** Are you a U.S. Veteran? Please let us know by alerting the Orientation Leader or the front desk staff. Veterans receive priority of service at all our Career Centers. We have specific Veteran resources and connections to employers that can help you.
8. **ASSISTING INDIVIDUALS WITH DISABILITIES (ACCES-VR)** – Assistance is available for individuals with disabilities striving to achieve and maintain employment. ACCES-VR is the acronym for "Adult Career and Continuing Education Services – Vocational Rehabilitation". A referral is required to be made by your employment counselor.



9. FREE-TO-LOW COST TRAINING OPPORTUNITIES

- a. **599 PROGRAM** – If you are currently collecting UI benefits, Section 599 is a provision in the Unemployment Insurance Law that makes it possible for you to receive benefits while attending a full-time training program. The training, however, must be approved by the Department of Labor. When training has been approved under this provision, unemployment recipients are excused from the requirement to look for work and may be eligible for additional weeks of benefits (if funding is available). Approval under Section 599 of the Unemployment Insurance Law does not include tuition assistance. To learn more visit: www.labor.ny.gov/ui/claimantinfo/599program.shtm.
- b. **INDIVIDUAL TRAINING ACCOUNTS (ITAs)** – Individual Training Accounts (ITAs) help qualified jobseekers get specialized training to find a new job or advance in their careers. Vouchers are issued to help pay for training at approved training providers. Schedule an appointment to meet with a counselor to learn more about eligibility requirements and arrange for a needs assessment. Up to \$3000 is available per person for tuition voucher within our high-demand occupations (See f).
- c. **ON-THE-JOB TRAINING (OJT)** – State and/or federal incentives are available to employers who can receive up to 50% of the employee's total wages paid during a defined training period (up to 6 months). Your training can be offset with federal funds at no cost to the employer. A letter explaining this benefit is available for you to use in your job search. [Schedule an appointment to meet with an employment counselor to discuss eligibility.](#)
- d. **ADULT & CONTINUING EDUCATION** – Tuition-free classes in TASC (GED) Preparation and English for speakers of other languages (ESL) are available for adults age 21 and over. Enrollment is open year-round in the White Plains Career Center only. Contact [Kimberly Morella at 914-995-7599](#) for more information.
- e. **JOBS WAITING (TECH HIRE)** – The program aims to prepare youth and young adults with barriers to employment between the ages of 17 to 29 years old for jobs in the region's fastest-growing industries, including advanced manufacturing, biotechnology, healthcare, and information technology. Jobs Waiting includes a rigorous five week job readiness training boot camp, which provides specialized career readiness training and support services to prepare candidates for work, with ongoing training opportunities and career support services for program graduates. Please complete the online questionnaire at www.jobswaiting.com and you will be contacted within 48 hours by a Career Coach.
- f. **CAREER PATHWAYS** – As a Career Center customer you have the opportunity to commit to a path of training that leads to a career while earning recognizable credentials such as a license, certification, and/or degree in one of the following demand industries: Advanced Manufacturing, Biotechnology, Healthcare, Information Technology, Not-for-Profit, and Professional Services. [Schedule an appointment to meet with one of our Career Coaches to determine eligibility.](#)

10. YOUTH/YOUNG ADULT INITIATIVES – The “Network” has several programs targeted to the employment needs and issues of individuals 16–24 years old. You can meet with our staff to determine eligibility and to learn more about these programs. Please contact youth specialist [Hilary Blackman at \[hqbh@westchestergov.com\]\(mailto:hqbh@westchestergov.com\), \(914\) 995-1985](#)

- a. To see full current opportunities and application instructions go to <https://labor.ny.gov/pressreleases/apprenticeshiparchive.shtm>.
- b. For more information you may contact our regional representative [Jiwanda Gale-Rogers at 914-997-1445](#).

12. HEALTHCARE INSURANCE ASSISTANCE – There are on-site healthcare facilitators to assist with your questions on how to enroll for low-cost quality health coverage for you and your family. [Inquire at the reception desk or go to \[www.NYStateofhealth.ny.gov\]\(http://www.NYStateofhealth.ny.gov\) and 1-800-662-1220.](#)

13. INTERESTED IN STARTING A BUSINESS? “SCORE” CAN HELP!
Located on-site in the White Plains Career Center, SCORE offers free services to help businesses start, operate, and expand. Whether you need financing assistance, legal advice, strategies for developing new business opportunities in Westchester County, recruiting advice, or help with permits or licenses, they have retired executives on-hand to guide you with their experience and knowledge. Go to <https://westchester.score.org> for information on how to schedule an appointment with them and for their calendar of events and business-related workshops or [call 914-948-3907](#).

14. SELF-EMPLOYMENT ASSISTANCE PROGRAM (SEAP) – Gives you the opportunity to start your own business while receiving UI benefits. To qualify you must meet certain eligibility requirements, and you must have at least 13 weeks of benefits remaining by the time your application is received. You would be responsible for your own business expenses and would be required to take at least 20 hours of entrepreneurial training. To learn more about this program, go to www.labor.ny.gov/seap and view the online SEAP orientation.

15. INCOME TAX ASSISTANCE PROGRAM (Seasonal) – A Free tax preparation program is provided to families making less than \$54,500 a year by IRS-certified volunteers through the Volunteer Income Tax Assistance (VITA) program. The service helps people owe less tax and get cash back from the IRS through the Earned Income Tax Credit (EITC) program. Appointments can be scheduled from Feb. 1–April 17 at multiple locations throughout Westchester. [Call the United Way 2-1-1 Helpline or 1-800-899-1479](#) to schedule an appt. Visit www.westchesterputnamonestop.com for more information.