



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 to obtain an NY# in order to participate in all programs, workshops, and services.

- 1) White Plains Career Center, 120 Bloomingdale Road, White Plains, NY 10605 • (914) 995-3910
- 2) Mount Vernon Career Center, 130 Mount Vernon Avenue, 1st floor, Mt. Vernon, NY 10550 • (914) 813-6555
- 3) Peekskill Career Center, 201 South James St., Peekskill, NY 10566 • (914) 737-3490
- 4) Carmel Career Center, 110 Old Route Six, Bldg #3, Carmel, NY 10512 • (845) 808-1651

Overview of Services Available to You:

2. JOB RECRUITMENT AND JOB OPENINGS – We can help connect and refer you to jobs! Businesses looking to fill job openings hold virtual recruiting events and post job orders with us.

- a. <https://www.westchesterputnamonestop.com/job-seeker/index.php?pid=1> – the Westchester-Putnam 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 <https://nyhirenow.usnlx.com/>. Jobs can be filtered by occupation and location and are verified and refreshed daily.
- 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.

3. ACCESS TO JOBZONE – www.jobzone.ny.gov – The JobZone website is an interactive resource 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.

4. 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 Virtual Resume Workshops or individually in 1-on-1 sessions. You can also find information on how to write

and organize your resume at www.labor.ny.gov/careerservices/findajob/res_fun.shtml

5. 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.

6. VETERANS ARE OUR PRIORITY! Are you a U.S. Veteran? Please let us know by alerting the Orientation Leader. Veterans receive priority of service at all our Career Centers. We have specific Veteran resources and connections to employers that can help you.

7. 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.

8. 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.shtml.
- b. **INDIVIDUAL TRAINING ACCOUNTS (ITAs)** – Individual Training Accounts (ITAs) help eligible 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 \$4000 is available per person for tuition vouchers 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 for 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 914-893-0170](#) for more information.
 - e. **DISCRETIONARY GRANTS** – The WPWDB works diligently to secure a number of federal and state grants to help those who face barriers to obtaining long-term employment. These grants are used for job readiness bootcamps, skills training, and career coaching and have specific eligibility requirements. [Schedule an appointment to meet with an employment counselor to discuss eligibility requirements.](#)
 - 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.](#)
9. **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 [Chima Monday at cqmt@westchestergov.com, \(914\) 263-3758.](#)
10. **APPRENTICESHIPS (PAID)** – NYSDOL’s apprenticeship programs involve learning a skilled occupation through paid on-the-job training under the guidance of experienced workers, often including related classroom work. The length of training varies depending on the apprenticeship.
- 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.](#)
11. **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. Go to www.NYStateofhealth.ny.gov and 1-800-662-1220 or for a list of benefits you may be eligible for go to: <https://mybenefits.ny.gov/mybenefits/begin> for a list of
12. **INTERESTED IN STARTING A BUSINESS? “SCORE” CAN HELP!** Located at the White Plains Public Library, 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.
13. **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.
14. **INCOME TAX ASSISTANCE PROGRAM (Seasonal)** – This is a seasonal program called VITA that provides free tax preparation for working families and individuals. The free service helps people owe less tax and get cash back from the IRS through the Earned Income Tax Credit (EITC) Program. The 2021 tax season runs from Feb. 15 until April 30 and will be delivered virtually. Call the [United Way 2-1-1 Helpline or 1-800-899-1479](#) to see if you are eligible.



**Westchester-Putnam
Workforce Board**



A proud partner of the [americanjobcenter](#) network

THE WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD (WPWDB) is comprised of leaders and staff of state and county government agencies, non-profits, public education, and the private sector who work together to strengthen the partnerships between business, education, and service providers within the “Career Center Network” to meet the needs for a skilled workforce. The WPWDB provides policy directions and program oversight to the Career Centers and workforce development programs in Westchester and Putnam counties. The board is appointed by Westchester County Executive George Latimer and Putnam County Executive, MaryEllen Odell.