

Westchester Reentry Task Force

RESOURCE GUIDE

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EDUCATION

EMPLOYMENT

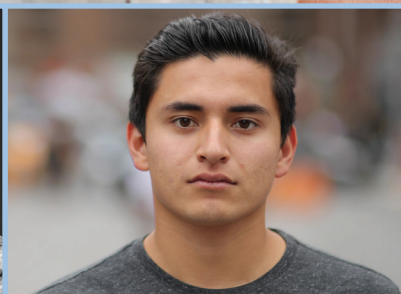
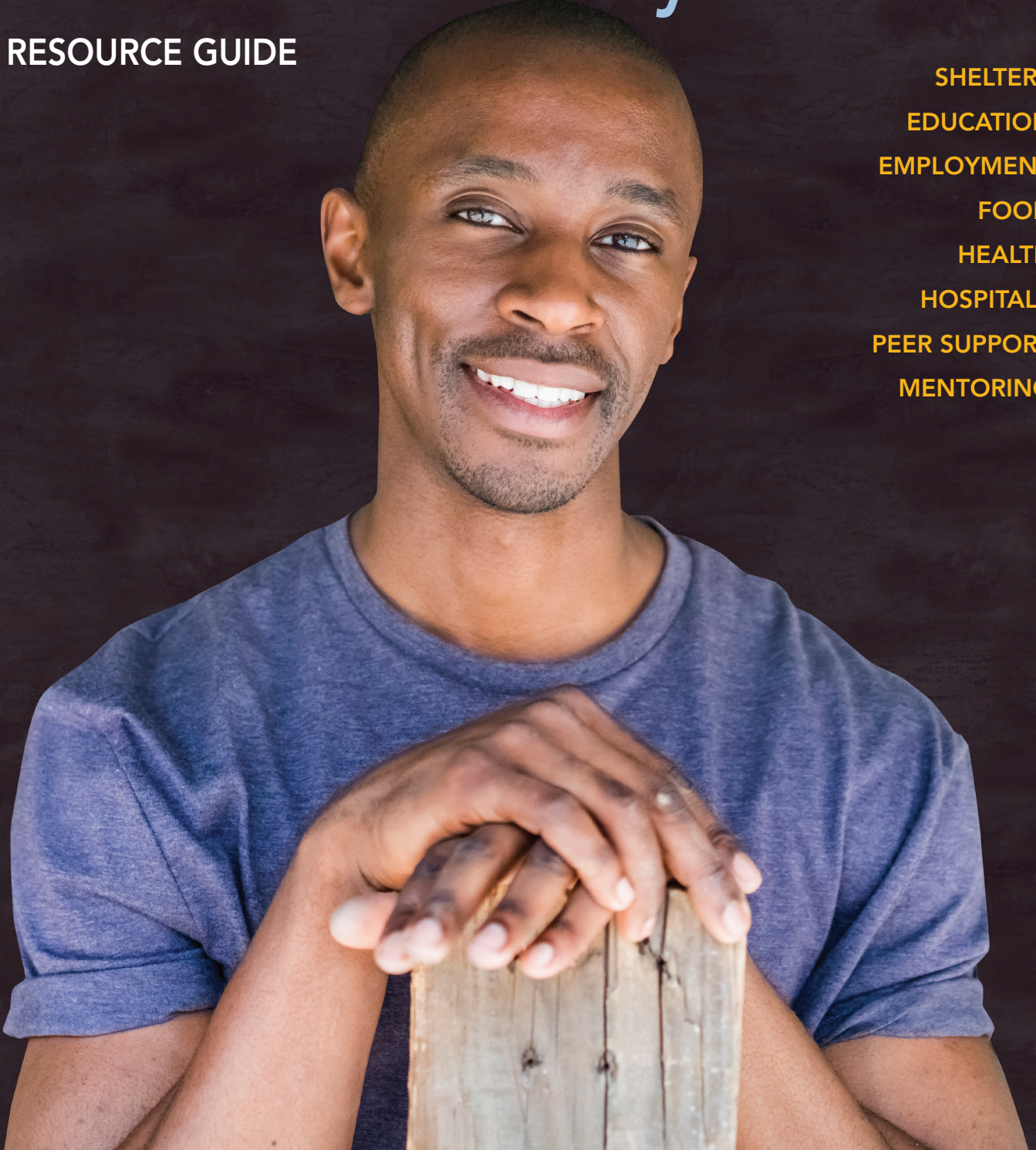
FOOD

HEALTH

HOSPITALS

PEER SUPPORT

MENTORING



HOW TO USE THE WESTCHESTER REENTRY TASK FORCE RESOURCE GUIDE

Start from the beginning! We want you to know who is behind this guide (see *Who Produced this Guide and Why*) and to be familiar with the two key organizations that can support your return to the community (see *Essential Westchester Reentry Connections*).

The Directory focuses on the most critical needs and can support your reentry planning. Phone numbers and addresses are provided to support your connection with these organizations before your return. Publications that can be requested directly from each organization are noted.

Some publications can be requested directly from the Westchester Library System. These are noted with this arrow: ➡ Write to us at the address below. Please allow at least six weeks for your request to be received and answered.

Westchester Library System

Reentry Services
570 Taxter Road
Elmsford NY 10523

After your return to the community, go to the library or use any internet connected device to get to the Westchester Connections Guide (connections.westchesterlibraries.org). There you will find updated and expanded information, as well as web addresses for all of the organizations listed in this printed guide.

When in the community, you can get in-person support to locate services from your local public library. A complete list of library locations and phone numbers is at the back of this guide.

Another option is to call the United Way's 211. This is a free, confidential, multilingual information and referral helpline. It is available 24 hours, 7 days per week. The people who answer the phone can direct you to agencies throughout the county.

A pdf of this guide is available for download at
connections.westchesterlibraries.org/about



Table of Contents

Who Produced This Guide And Why	2
Essential Westchester Reentry Connections.....	3
Directory	5
Education.....	5
Employment	7
Food Pantries / Soup Kitchens	9
Health Services	10
Hospitals	10
Clinics/Health Centers	11
Substance Abuse	12
Mental Health	14
Housing	16
Drop-in Centers	16
Temporary Housing	16
Halfway Houses.....	17
Peer Support and Mentoring.....	18
Additional Information For Planning Your Reentry.....	19
Child Support	19
Credit and Taxes.....	20
For Those with Disabilities.....	20
Getting Your Records in Order	21
Rights and Responsibilities	22
Programs that May Support Your Reentry	25
Veterans.....	27
New York State Reentry Task Forces	28
Notes	30
A Guide to the Job Search Toolkit.....	31
Sample Resume	32
Free Resources from the Westchester Library System.....	33



Who Produced This Guide And Why

The **Westchester Reentry Task Force Resource Guide (the Guide)** is produced through a collaboration between the Westchester County Reentry Task Force and the Westchester Library System.

The **Westchester County Reentry Task Force (WCRTF)** assists individuals returning home to Westchester County from state prisons by linking them to a range of services including drug and alcohol treatment, mental health services, education and employment services, vocational training, industry-recognized certification programs, and housing. All services are free of charge. The WCRTF is a collaborative group of New York State and local government agencies, along with not-for-profit and faith-based organizations, that works to reduce recidivism and increase public safety. It does this by providing a coordinated delivery of needed services to those citizens returning from incarceration under Department of Corrections and Community Supervision (also known as parole). This multi-organizational partnership is co-chaired by the New York State Department of Corrections and Community Supervision (DOCCS) and the Westchester County District Attorney's Office. It is coordinated by the Westchester County Department of Community Mental Health and supported by a grant through the New York State Division of Criminal Justice Services.

The **Westchester Library System (WLS)** represents the public libraries in Westchester County. WLS and its 38 member libraries are committed to providing equal access to information resources; to that end they provide information services, print and digital resources, wifi and computer access, and training on how to use current software and computer tools.

The Guide is intended for those currently in a correctional facility that are planning for their return to Westchester County. Additionally, the Guide is useful for those who have already returned and are seeking reentry resources. The Guide includes a selected list of organizations grouped by main service area. These are primarily organizations with whom the Westchester County Reentry Task Force regularly works and has seen deliver proven results to support those in reentry. Where available, materials that you can request by mail are noted.

When you have returned to the community, you can get updated and expanded information on local services from your public library and from the Westchester Library Systems' online information service for those in reentry—Westchester Connections. This online resource is available at connections.westchesterlibraries.org. Before your release, consider directing a friend or family member to this service for additional information, including web addresses and email contacts for many of the organizations listed in this guide. The web site offers live chat, email, and text messaging as ways to get your questions answered.

The print Westchester Reentry Task Force Resource Guide is made available to correctional facilities, the offices of the Department of Social Services, and public libraries. Individuals may also request a copy of this guide directly from the Westchester County Reentry Task Force or the Westchester Library System. Contact information for both is provided in this guide.



Essential Westchester Reentry Connections

For those returning to Westchester County from a state correctional facility, the **Westchester County Reentry Task Force (WCRTF)** is available to link you to a range of services, including drug and alcohol treatment, mental health services, education and employment services, vocational training, industry-recognized certification programs, and housing. All services are free of charge. Annually, more than 200 eligible returning citizens receive several months of individualized support from dedicated reentry program staff to identify and connect with these essential programs. WCRTF provides free, individualized assistance; specialized attention is given to those with a mental health diagnosis and/or a history of substance abuse. You can refer yourself to this program directly (even after your return to the community), or through a parole officer, friend, or family member. Ask your offender rehabilitation coordinator or parole officer if you have been identified to the Task Force. If you are returning to another county in New York State, see the complete list of all 20 NYS Reentry Task Forces listed in this guide.

These two organizations have the most
complete knowledge and connections
with available services.

To contact the Westchester County Reentry Task Force directly, call or write:

Barbara D. Lambros
Westchester County Reentry Coordinator
Westchester County Reentry Task Force
Department of Community Mental Health
112 East Post Road, 2nd Fl, White Plains, NY 10601
(914) 995-2791
BDL1@westchestergov.com

If you were a resident of Westchester County prior to your incarceration in a state or county correctional facility, and will be homeless or require Medicaid or cash assistance when you return, you will need to work with the **Westchester County Department of Social Services (DSS)**. DSS coordinates all placement into temporary housing (shelter placement). Services can take up to 45 days to put in place, but shelter placement can be immediate. Discuss starting the DSS service application as part of your planning with any offender rehabilitation coordinator. A copy of the application may be available from your offender rehabilitation coordinator and can be requested from the **Westchester Library System**. (See the inside of the back cover for contact information and a list of items that can be requested.)

While you may be aware that DSS has four District Offices (Mount Vernon, Peekskill, White Plains, Yonkers), the White Plains District Office is the central point for coordinating service to those in reentry.

White Plains District Office
85 Court Street, White Plains, NY 10601
Customer Service: (914) 995-3333
8:30am-5pm, Mon-Fri, except holidays

If you have a mental health diagnosis, you should ask your discharge planner in the Office of Mental Health in your facility about completing a **Westchester County Department of Community Mental Health** ↗ *Single Point of Access (SPOA) application*. You will then have the opportunity to be connected with the **Westchester County Reentry Task Force** for additional assistance in connecting with needed services as well as having a coordinated discharge plan upon your prison release.

If you have a disability (physical, mental health, substance abuse, ACCES VR can provide funding for vocational training needs and specific education that would lead to employment. Orientations to **ACCES VR** services are held monthly in White Plains and Yonkers (see Directory listing under Employment). Organizations that are available to assist with this process are listed in the section titled “For Those with Disabilities.” If you are a participant with the WCRTF under parole supervision, the application process is streamlined and the orientation will be waived.

To get help in identifying and connecting with services after you have returned to Westchester County, you can go to your local library to ask a question or use the library's free public computers to access the **Westchester Connections Guide**. The guide is available from any internet connected device and offers live chat, email and text messaging as ways to get your questions answered.

Westchester Connections Guide

Web address: connections.westchesterlibraries.org

Email: connections@wlsmail.org

Text: (914) 752-5147

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Directory

The Directory focuses on the most critical needs and can support your reentry planning. **Phone numbers and addresses** are provided to support your connection with these organizations before your return. Publications that can be requested directly from each organization are noted.

Some publications can be requested directly from the **Westchester Library System**. These are noted with this arrow: ➡ A full list is printed on the inside of the back cover. Send your request to WLS at the address below. Please allow at least six weeks for your request to be received and answered.

Westchester Library System

Reentry Services
570 Taxter Road
Elmsford NY 10523

After your return to the community, go to the library or use any internet connected device to get to the **Westchester Connections Guide** (connections.westchesterlibraries.org). There you will find updated and expanded information, as well as web addresses for all of the organizations listed in this printed guide.



Education

If your aim is a high school equivalency diploma, request a copy of ➡ *Getting Your High School Equivalency Diploma* from the **Westchester Library System**. The pamphlet describes the four pathways to a diploma and gives you a sense of the reading, math, and writing content you need to master. Along with test taking tips, it also directs you to a full list of course offerings, testing schedules, and applications specific to Westchester County.

From high school equivalency to licenses and
advanced degrees, connect with your library
to research your options and access
free courses to build your skills.

A number of organizations offer TASC classes. Three main providers are listed below.

- **BOCES** \$25 to enroll (Money Order); \$20 for books. Must be 18+. TASC classes and other continuing education opportunities. Classes run by both organizations are offered in multiple locations.
 - **Northern Westchester BOCES**, 200 BOCES Drive, Yorktown Heights, NY 10598 / Phone: (914) 248-2700
You can write to them and request a copy of the latest Continuing Education Guide, which lists educational and job training programs.

- **Southern Westchester BOCES**, Adult Education & Community Services,
450 Mamaroneck Avenue, Harrison, NY 10528 / Phone: (914) 592-0849
You can write to them and request a copy of the latest Course Catalog, which lists educational and job training programs.

- **Westchester Community College**, 75 Grasslands Road, Valhalla, NY 10595
Phone: (914) 606-6839
Offers a 24 Credit Program to gain your high school equivalency diploma as part of your Associate Degree. Write for course catalog.
- **Yonkers Pathways to Success/VIVE School**, 75 Riverdale Avenue, Yonkers, NY 10701
Phone: (914) 376-8600
TASC and ESOL classes; no fee, must be a resident of Yonkers.
NEDP (National External Diploma Program, an alternate pathway to a high school diploma); no fee, you do not need to be a resident of Yonkers.

Whether for employment or to continue your education, you will likely need to improve your computer skills. Libraries offer free classes and free self-study programs.

Most libraries have deep collections of educational and career guidance materials. When you're ready, go to the **Westchester Library System's** plain language resource portal [FirstFind.org](https://www.firstfind.org) for information on what's available to you.

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For those in reentry, most opportunities for employment are through referral and placement in programs that provide licensing, specific industry training, and job search assistance. Work with the **Westchester County Reentry Task Force** and/or the **Westchester County Department of Social Services** to make these essential connections. A copy of the **Westchester Library Systems' ♡ Job Search Toolkit**, covering all the steps in the job search process, including things you can do now to prepare for employment, is available upon request.

If you are looking for clothes for a new job or job interview, ask for a referral to an organization that has an interview/dress-for-success clothes closet. These organizations will provide you with the right clothes to wear at no cost. Get referrals from groups that are supporting you, such as probation, case management, or counselors. Most are not publicized, so you need the referral.

ACCES VR is the core state agency that can guide you to employment. See the last page of this guide for the Westchester Library Systems *Reentry Road Map; A Guide to the Job Search Toolkit.*

- **ACCES-VR**, 75 South Broadway, Suite 200, White Plains, NY 10601 / Phone: (914) 946-1313
ACCES can assist those with a disability in connecting with vocational training programs. Orientation sessions are held at the White Plains office and at the Yonkers Riverfront Library (every 1st & 3rd Friday at 10:15am) where you will receive an application and a detailed explanation of the program and services. Registration is required. Counselors are available by appointment only.
- **BOCES**, Provider of a number of classes in areas as diverse as automotive and HVAC to plumbing and urban forestry.
 - **Northern Westchester BOCES Adult Career & Technical Education**, 200 BOCES Drive, Yorktown Heights, NY 10598 / Phone: (914) 245-2700
You can request a copy of the latest Continuing Education Guide, which lists educational and job training programs.
 - **Southern Westchester BOCES Adult & Community Services**, 450 Mamaroneck Avenue, Harrison, NY 10528 Phone: (914) 592-0849
You can request a copy of the latest Course Catalog, which lists educational and job training programs.
- **Greyston**, 21 Park Avenue, Yonkers, NY 10701 / Phone: (914) 376-3900 / Monday-Friday 9am-5pm
Provides pre-employment training, job training that leads to certifications and licenses, and employment opportunities. Programs include Ready/Set/Work, Greyston Rangers (employment in Yonkers beautification projects), food safety licensing, OSHA certification. Must be referred by parole, probation, or other service agencies to access Greyston programming.

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Food Pantries / Soup Kitchens

There are dozens of food pantries and soup kitchens in Westchester County. To find one close to you and to confirm hours of availability, call **United Way's 211** or **your local library** (see back cover).

You can also contact **Feeding Westchester** Monday through Friday, 9-5 at (914) 923-1100.

Go to their website to enter the name of your town or your zip code to identify your closest options. The web address is feedingwestchester.org/find-help/agency-locator/

For those age 60 and older, nutrition programs at many community centers offer meals. Ask about these services when you connect with any of the three groups named above.

Listed below is a selected list of soup kitchens in some of the larger cities/towns in Westchester. Be sure to check what's available closest to you.

- **Mamaroneck** Thomas Brown Bag Lunch, 168 West Boston Post Road Mamaroneck, NY 10543 (HOURS: TUES 11AM - noon)
- **Mount Vernon** Bowen Memorial Outreach Program, 14 North Columbus Avenue Mount Vernon, NY 10553 (HOURS: WED 5:00 - 7:00PM)
- **New Rochelle** Hope Community Services, 50 Washington Avenue, New Rochelle, NY 10801 (HOURS: TUES, WED & FRI, + 3rd & 4th MON 1:00 - 6:00PM)
- **Ossining** Star of Bethlehem, 304 Spring Street, Ossining, NY 10562 (HOURS: WED-FRI 11:00AM - 12:45PM)
- **Peekskill** Salvation Army: Soup Kitchen, 117 Nelson Avenue Peekskill, NY 10566 (HOURS: MON-FRI 12:00PM - 12:30PM)
- **Port Chester** St Peter's Church, 19 Smith Street Port Chester, NY 10573 (HOURS: MON-FRI 7:00AM - 9:00AM & 11:30AM - 12:15PM, Special Summer hours 11:00AM - 12:00PM take-out only)
- **Tarrytown** C.O.C., 105 Wildey Street Tarrytown, NY 10591 (HOURS: THUR 5:00 - 6:30PM)
- **White Plains:** Lifting Up Westchester / Grace Church, 33 Church Street White Plains, NY 1060 (HOURS: MON-FRI 10:30 - 11:30AM Lunch, serves all holidays)
- **Yonkers:** YMCA Families and Adult Feeding program, 17 Riverdale Avenue Yonkers, NY 10701 (HOURS: MON-FRI 6:00 - 7:00PM)



If you currently have no medical insurance and are under the age of 65, you may be eligible for medical coverage provided through the New York State health insurance marketplace, which is called the **NY State Of Health** (<https://nystateofhealth.ny.gov>) This includes Medicaid coverage. If you are under 65 and eligible for public assistance due to a low-income and/or disability, your application for health insurance must go through the Marketplace. The **Westchester County Department of Social Services** will assist you with this application. When in the community, assistance in enrolling in a health plan can also be obtained, free, from health insurance "Navigators." Ask for more information at your local library.

If you are 65 or older and have a low-income, your health insurance coverage would combine Medicaid and Medicare. You must apply for this through the **Westchester County Department of Social Services**. You can get a head start on applying and understanding your options by contacting the **Westchester County Department of Senior Programs and Services** Medicare Information line at (914) 813-6100.

***NOTE: Legal Services of Hudson Valley's HIV/AIDS Project** provides assistance for individuals and families infected with or affected by HIV/AIDS with legal issues including disability, Medicaid/insurance, permanent housing planning, and eviction. Write for their project brochure: Legal Services of Hudson Valley, 90 Maple Avenue, White Plains, NY 10601.*

HOSPITALS

- **St. John's Riverside Hospital – Dobbs Ferry Pavilion**, 128 Ashford Avenue, Dobbs Ferry, NY 10522 / Phone: (914) 693-0700
- **NewYork-Presbyterian/Hudson Valley Hospital**, 1980 Crompond Road, Cortlandt Manor, NY 10567 / Phone: (914) 737-9000
- **Montefiore/Mount Vernon**, 12 North Seventh Avenue, Mount Vernon, NY 10550
Phone: (914) 664-8000
- **Montefiore/Sound Shore**, 16 Guion Place, New Rochelle, NY 10801
Phone: (914) 632-5000
- **NewYork-Presbyterian/Lawrence Hospital**, 55 Palmer Avenue, Bronxville, NY 10708
Phone: (914) 787-1000
- **Northern Westchester Hospital**, 400 East Main Street, Mount Kisco, NY 10549
Phone: (914) 666-1200
- **Phelps Memorial Hospital Center**, 701 North Broadway, Sleepy Hollow, NY 10591
Phone: (914) 366-3000
- **Saint John's Riverside Hospital - Andrus Pavilion**, 967 North Broadway, Yonkers, NY 10701
Phone: (914) 964-4444
- **Saint Joseph's Medical Center**, 127 South Broadway, Yonkers, NY 10701
Phone: (914) 378-7000
- **Veterans Administration Hudson Valley Healthcare System**, Franklin Delano Roosevelt Campus, 2094 Albany Post Road, Montrose, NY 10548 / Phone: (914) 737-4400
- **Westchester Medical Center Valhalla Campus**, 100 Woods Road, Valhalla, NY 10595
Phone: (914) 493-7000
- **White Plains Hospital Center**, 41 East Post Road, White Plains, NY 10601
Phone: (914) 681-0600

CLINICS/HEALTH CENTERS

The following organizations provide prenatal care, primary care, and other medical care for individuals who have no insurance. Some provide dental care. These sites also assist individuals in enrolling in eligible health insurance plans. Always call to confirm hours and make an appointment.

- **Hudson River Health Care**
 - **Peekskill Health Center**, 1037 Main Street, Peekskill, NY 10566 / Phone: (914) 734-8800
 - **Yonkers – Park Care**, 2 Park Avenue, Yonkers, NY 10703
For an appointment, call: (914) 964-7862
 - **Yonkers – Valentine Lane**, 503 South Broadway, Suite 210, Yonkers, NY 10705
For an appointment, call: (914) 965-9771
- **Hudson Valley Community Services** (formerly ARCS - AIDs-Related Community Services)
 - 105 Stevens Avenue, Suite 309, Mount Vernon, NY 10550 / Phone: (914) 699-1025
 - 40 Saw Mill River Road, Suite UL-5, Hawthorne, NY 10532 / Phone: (914) 345-8888
- **Mount Vernon Neighborhood Health Center**
 - **Mount Vernon Health Center**, 107 West Fourth Street, Mount Vernon, NY 10550
Phone: (914) 699-7200
 - **Greenburgh Community Health Center**, 295 Knollwood Road, White Plains NY 10607
Phone: (914) 989-7600
 - **Yonkers Community Health Center**, 30 South Broadway, Yonkers, NY 10701
Phone: (914) 968-4898
- **Open Door** Central phone number: 914-OD-CARES (914-632-2737).
 - 30 West Main Street, Mount Kisco, NY 10549
 - 165 Main Street, Ossining, NY 10562
 - 155 Main Street, Suite 101, Brewster, NY 10509
 - 5 Grace Church Street, Port Chester, NY 10573
 - 300 North Broadway, Sleepy Hollow, NY 10591
 - 689 Mamaroneck Avenue, Mamaroneck, NY 10543

SUBSTANCE ABUSE

If you are actively involved in substance abuse treatment, you may have the option to be referred to specialized housing (halfway house). For a referral, ask your transitional services coordinator or, after reentry, your case manager.

- **DWI Victim Impact Panel**, Westchester County Center, 198 Central Ave, White Plains, NY 10606
Phone: (914) 995-8338 (Message provides dates for full year)
Mandatory as a condition of probation or as part of a conditional discharge sentence for DWI offenders. Monthly calendar released at the beginning of each year.
- **The Guidance Center of Westchester**
 - **Sunrise & The Hub**, 256 Washington Street, Mount Vernon, NY 10553
Phone: (914) 613-0700 x7104 / Monday – Saturday. Day and evening appointments. Walk-in assessments every Wednesday 3-6 PM.
 - **Sunrise** is an outpatient clinic that implements evidence-based interventions to help participants achieve recovery from alcohol or other controlled substances. Sunrise is appropriate for anyone over the age of 18 who is living with addiction.
 - **The Hub** is specifically designed to help adolescents and young adults (ages 12-21) make sound and thoughtful decisions as they restore balance to their lives and recover from substance use.
 - **METRO – Chemical Dependency Treatment Center**, 20 Sickles Avenue, New Rochelle, NY 10801
Phone: (914) 613-0700 x7201 / METRO focuses on recovery from opiate-based addiction (including addiction to heroin and prescription pain medications). This program uses medication assisted treatment (methadone). METRO provides individual and group counseling, community-based referrals, and vocational and job assistance. METRO participants who also require mental health services can take part in our co-occurring disorder clinic (CODC). METRO is for people 18 and older.
- **Hudson River Health Care** Offers office-based outpatient medication assisted treatment.
 - Peekskill Health Center, 1037 Main Street, Peekskill, NY 10566 / Phone: (914) 734-8800
 - Yonkers – Park Care, 2 Park Avenue, Yonkers, NY 10703 / Phone: (914) 964-7862
 - Yonkers – Valentine Lane, 503 South Broadway, Yonkers, NY 10705 / Phone: (914) 965-9771
- **Innovative Health Systems (IHS)**, 20 Church Street, White Plains, NY 10603
Phone: (914) 683-8050 / Outpatient programs; specializes in heroin and pain medication problems using buprenorphine and required supportive counseling.

- **Lexington Center for Recovery** Alcohol and substance abuse treatment, holistic approach to recovery; psychiatric services, vocational and educational services. For immediate assistance and referral to treatment, call Treatment Connect (833) 515-4673. | Westchester after-hours (914) 817-1199.
 - 24 Smith Avenue, Mount Kisco, NY 10549 / Phone: (914) 666-6740
Monday-Thursday 9am-8pm, Friday 9am-5pm, Saturday 8am-4pm
 - 3 Cottage Place, New Rochelle, NY / Phone: (914) 235-6633
Monday-Friday 8:30am-9pm
 - 3 Corporate Drive, Peekskill NY / Phone: (914) 257-3500
Monday-Friday 6:30am-2:30pm, Saturday & Sunday 8am-10am
- **Phelps Memorial Hospital Center | Behavioral Health Center**, 701 North Broadway, Sleepy Hollow, NY 10591 / Phone: (914) 366-3619 / Outpatient services, vocational support, relapse prevention, DWI education. Inpatient services for ages 19+, group and individual therapy.
- **Positive Directions** (St. Joseph's Medical Center), 317 South Broadway, 2nd floor, Yonkers, NY 10705 / Phone: (914) 378-7965 / Monday-Friday 10am-2pm, evening treatment Monday, Tuesday, and Thursday 6pm-8pm. Rehabilitation based on 12-step model. Offers DWI program, day and night classes, and a methadone maintenance treatment program.
- **St. John's Riverside** Medically-managed inpatient detoxification, inpatient rehabilitation, outpatient care.
 - **Archway**, 20 East First Street, Mount Vernon, NY 10550 / Phone: (914) 668-1450
Alcoholism outpatient clinic. Hospital day programs, partial hospitalization, CBT treatment. Offers methadone maintenance treatment program. Intensive day treatment (5x/week). Supports those with co-occurring mental disease, substance abuse, HIV/AIDs patients, criminal justice patients.
 - **Greenburgh Addiction Treatment Services (GATS)**, 30 Manhattan Avenue, White Plains, NY 10607 / Phone: (914) 683-5311
 - **Andrus Pavilion**, 967 North Broadway, Yonkers, NY 10701 / (914) 964-4444
Inpatient, outpatient rehab, detox.
 - **The New Focus Center**, 2 Park Avenue, Yonkers, NY 10703 / Phone: (914) 964-8000
Teen drug abuse, inpatient and outpatient services, dual diagnosis treatment. Intensive day treatment (5x/week). Provides services for criminal justice clients.
 - **Opioid Treatment Program (OTP)**, 2 Park Avenue, Yonkers, NY 10703 / Phone: (914) 964-7310
- **St. Vincent's Hospital Westchester**, 275 North Street, Harrison, NY 10528
Phone: (914) 925-5320 or (855) 239-0019. 24/7 Evaluation and Referral Service. Inpatient services.
 - **The Maxwell Institute**, 92 Yonkers Avenue, Tuckahoe, NY 10707 / Phone: (914) 337-6033
Offers outpatient chemical dependency treatment and education services for adults.
 - **Port Chester Recovery Center**, 132 Pearl Street, Port Chester, NY 10573 / Phone: (914) 939-2700 / Group and individual therapy, relapse prevention, DWI education, anger management, dual diagnosis services. Adolescent programs (13-18), and adult programs for both individuals and their families.

MENTAL HEALTH

- **Family Services of Westchester** Outpatient services.
 - One Gateway Plaza, Port Chester, NY 10573 / Phone: (914) 240-2241
 - 7-11 South Broadway, White Plains, NY 10606 / Phone: (914) 948-8004 x22
 - 6 Gramatan Avenue, Suite 401, Mount Vernon, NY 10550 / Phone: (914) 668-9124
 - 78 Main Street, Hasting-On-Hudson, NY 10706 / Phone: (914) 274-8334 x223
 - 239 North Broadway, Sleepy Hollow, NY 10591 / Phone: (914) 631-2022
 - 20 South Broadway, 3rd floor, Yonkers, NY 10701 / Phone: (914) 964-6767
 - 507 Fifth Avenue, Pelham, NY 10803 / Phone: (914) 738-1728
- **The Guidance Center of Westchester** Outpatient services.
 - **New Rochelle Mental Health Clinic**, 150 Huguenot Street, New Rochelle, NY 10801
Phone: (914) 613-0700 x7104
 - **Mount Vernon Mental Health Clinic**, 256 Washington Street, Mount Vernon, NY 10553
Phone: (914) 613-0700 x7104
- **Rockland Psychiatric Center (RPC)**, 140 Old Orangeburg Road, Orangeburg, NY 10962
Phone: (845) 359-1000
Inpatient services by referral from Westchester County psychiatric hospitals. Outpatient services available at the locations listed below; all serving those 18 years and older.
 - **RPC Mount Vernon Service Center**, 60 South Third Avenue, Mount Vernon, NY 10550
Phone: (914) 669-6070
 - **RPC New Rochelle Service Center**, 420 North Avenue, New Rochelle, NY 10801
Phone: (914) 633-8842
 - **RPC Peekskill Service Center**, 1040 Main Street, Peekskill, NY 10566
Phone: (914) 737-8217
 - **RPC White Plains Service Center**, 79 East Post Road, White Plains, NY 10601
Phone: (914) 948-1192
 - **RPC Yonkers Service Center**, 2 Park Avenue, Yonkers, NY 10703
Phone: (914) 969-0543
- **St. Joseph's Medical Center**, 127 South Broadway, Yonkers, NY 10701 / Phone: (914) 378-7461
Outpatient mental health clinic.
- **St. Vincent's Hospital Westchester (a division of St. Joseph's Medical Center)**, 275 North Street, Harrison, NY 10528 / Phone: (914) 967-6500
Inpatient, partial hospitalization, and outpatient services.
- **Shiloh Consulting LLC**, 50 Pine Street, New Rochelle, NY 10801 / Phone: (914) 633-3001
ShilohConsultingLLC@gmail.com
Intensive outpatient treatment, including programs for sex offenders.

- **Westchester Jewish Community Services (WJCS)** Outpatient services.
 - **Hartsdale Family Mental Health Center**, 141 North Central Avenue, Hartsdale, NY 10530
Phone: (914) 949-7699
 - **Mount Vernon Family Mental Health Clinic**, 11 West Prospect Avenue,
Mount Vernon, NY 10550 / Phone: (914) 668-8938
 - **Yonkers Family Mental Health Center**, 487 South Broadway, Yonkers, NY 10705
Phone: (914) 423-4433
 - **Peekskill Family Mental Health Clinic**, 1101 Main Street, Peekskill, NY 10566
Phone: (914) 737-7338

24 HOUR HOTLINES

Peer Support Line

(1-800) 643-7462

(1-800) 543-3638

Westchester Crisis Prevention & Response Team

(914) 925-5959

National Suicide Prevention Helpline

(1-800) 273-TALK (1-800-273-8255)

DROP-IN CENTERS

Drop-in centers (aka warming centers) are for individual adults seeking shelter from the heat or cold when they are open. Counselors may also be available to connect you to needed services. You are encouraged to contact these agencies directly to confirm hours and availability.

- **Jan Peek Shelter** (Co-ed facility), 200 North Water Street, Peekskill, NY 10566 / (914) 736-2636
Accessible by Bee-Line bus route # 14,15,16,17
- **Samaritan House Shelter** (Female only facility), 33 Church Street, White Plains, NY 10601
(914) 948-3075 x9310
Accessible by Bee-Line bus route # 1,5,6,13,14,15,40,41
- **Oasis Shelter** (Co-ed facility), 19 Washington Avenue, New Rochelle, NY 10801 / (914) 633-0101
Accessible by Bee-Line bus route # 7,42,45,60,66
- **Open Arms Shelter** (Male only facility), 86 East Post Road, White Plains, NY 10601
(914) 948-5044
Accessible by Bee-Line bus route # 1,5,6,13,14,15,40,41
- **Sharing Community** (Co-ed facility), 1 Hudson Street, Yonkers, NY 10701 / (914) 963-2626
Accessible by Bee-Line bus route # 1,2,3,4,5,6,8,9,25,30

**If you are paroled and will be homeless,
your starting point is DSS in White Plains.**

TEMPORARY HOUSING

Most placement in Temporary Housing (shelters) is coordinated solely by the **Westchester County Department of Social Services (DSS)**. Housing is arranged for families, singles, and childless couples. There are also single-sex shelters. **You must visit the DSS office at 85 Court Street in White Plains to apply for a space in Temporary Housing.** (See the description under “Essential Westchester Reentry Connections.”) DSS also assists in identifying options for permanent housing.

Families seeking shelter after business hours or on weekends should contact **DSS Emergency Services at (914) 995-2099**. Additional resources for those in crisis, including issues of domestic violence, are the Westchester County Office for Women at (914) 995-3769 or the Family Justice Center (914) 995-1880. Both are available Monday through Friday, 9AM-5PM.

Locations that you can apply to directly for temporary housing are listed below.

- **Women’s Residence at the YWCA** (White Plains), 69 North Broadway, White Plains, NY 10603
Phone: (914) 428-1130 x302 (Extension 305 for the Awakenings Program)
The YWCA provides safe, affordable comfortable housing for low-income women, working professionals, and women in transition who want independent living without the expense of an apartment. In order to join us as a tenant at the YWCA, we require that you are a single female who

is at least 18 years of age. Full-time students are not eligible for the residence unless you qualify for an exception under the IRS code. You must also meet income qualification under HUD guidelines. This location offers the Awakenings program, which is a one year transitional housing program for women who are formerly incarcerated or who have had some issues with the law and who have a substance abuse history.

- **Women's Residence at the YWCA** (Yonkers), 87 S Broadway, Yonkers, NY 10701 / Phone: 914-963-0640 x102

Email: Doris Rogers at housing@ywcayonkers.org

A furnished private residence for women of diverse ages and backgrounds designed to help single women on their path to confidence and self-sufficiency. Facilities offer access to a comfortable lounge, cooking facilities, laundry and computer room. (Rent includes utilities.)

HALFWAY HOUSES

For those with a history of substance abuse, halfway houses to which you can directly apply are listed below.

- **Halfway Houses of Westchester**, 14 Longview Avenue, White Plains, New York 10605
Phone: (914) 946-0949 / Email: longview14@verizon.net
Services include therapeutic living atmosphere, counseling, AA meetings, educational and social recreational activities. 10 beds, men only. Referral to OPD treatment.
- **St. Joseph's Hospital, St. Vincent's Division - Sister Anne Mary Regan Residence for Women**, 18 Spring Street, Port Chester, New York 10573 / Phone: (914) 848-3101
Services include 24-hour care in a short term transitional residence for 20 females.
- **Volunteers of America Shelter, Inc. - Crossroads**, 395 Webster Avenue, New Rochelle, New York 10801 / Phone: (914) 636-8689
Services includes therapeutic living atmosphere, counseling, AA meetings, educational and social recreational activities. 17 beds, for men. Referral to OPD tx.
- **Saint Christopher's Inn, Inc. / Brothers Christopher House**, 13 Longview Avenue, White Plains, NY 10605 / Phone: (845) 335-1101 / Call (845) 335-1000 for immediate assistance.
Services include therapeutic living atmosphere, counseling, AA meetings, educational and social recreational activities. Men only.



Peer Support and Mentoring

Positive relationships and meaningful connections make a difference. The organizations listed here offer peer support and mentorship.

- **The Awakenings Program**

This one year transitional housing program is for women who are formerly incarcerated or who have had some issues with the law and who have a substance abuse history. See the YWCA White Plains entry under Housing - Temporary Shelters.

- **Coming Home: A Restorative Communities Collaborative Program**

Recognizing that those in reentry have a wealth of life experience, talents and potential with which they can begin a new chapter in life, Coming Home seeks to nurture those skills in a supportive, learning community. Weekly evening meetings include shared meals, workshops, and one-to-one mentoring. This program is available at three Westchester locations.

- **Rye Presbyterian Church**, 882 Boston Post Road, Rye, NY 10580
Contact Kevin Bunch at (914) 473-2221
- **The Reformed Church of Bronxville**, 180 Pondfield Road, Bronxville, NY 10708
Contact Dr. Dawn Ravella at (914) 337-6776 x114
- **United Methodist Memorial Church** (White Plains - Women only), 250 Bryant Avenue, White Plains, NY 10601 / Contact Maressa Jaikumar at (914) 949-2146

- **Family Restoration Project | Upon This Rock Ministries**, 14 North Bond Street, Mount Vernon, NY 10550 / Phone: (914) 224-4512

Tuesday and Thursday 12pm - 5pm

Provides individual and group counseling as well as mentorship. Job readiness and job placement assistance.

- **MHEP-RISE Center** (Mental Health Empowerment Project), 6 Gramatan Avenue, Suite 206, Mount Vernon, NY 10550 / Phone: 914-664-3444 (Peer support line 24/7 at (1-800-643-7462))
Monday-Friday 9am-5pm

Peer support to formerly incarcerated people in their return to the community; advocacy and resource support; mutuality and trauma informed. Must be age 18 or older. Contact Victor Clark, Program Manager.

- **Nepperhan Community Center (NCC) | MBK Alliance | Empower You**, 342 Warburton Avenue, Yonkers, NY 10701 / Phone: (914) 965-0203

NCC provides services within the Westchester County jail and in local communities. Services include peer support as well family mediation assisted by video conferencing. NCC was a recent winner of the Obama Foundation MBK Community Challenge. Contact Al Lawson or Eric Wright to learn more about current programs.

- **R.E.A.L. Fathers** (Responsible, Employed, Active, Loving), 112 East Post Road, White Plains NY 10601 / Phone: (914) 995-5574

Assists non-custodial parents to get involved both financially and emotionally in their children's lives. A 10-week class series is offered in Yonkers (20 South Broadway). Enrollment takes place in White Plains through the **Westchester County Department of Social Services**.



Additional Information For Planning Your Reentry



Child Support

Establishing and maintaining child support is a difficult process – both emotionally and financially. It affects parents who have custody of the children and parents who do not. The laws that determine child support can be a challenge to navigate. **LIFT**, an organization focused on family justice, provides three guides that you can request from the **Westchester Library System** ♦ *Introduction to Child Support*, *Introduction to Custody & Visitation*, and ♦ *My Criminal Conviction and My Family Court Case*.

When you have returned to Westchester, know that you can find a complete list of local Child Support Enforcement Offices on **Westchester Connections** (connections.westchesterlibraries.org). You must notify the state through these offices if you have a change in circumstances, such as a change in address, employment, and incarceration.

Some notes for noncustodial parents:

- While you were incarcerated, you were still responsible for support payments. Upon release, the amount that was unpaid will be part of your arrears (money that you still owe). You will need to pay this amount in addition to all new payments going forward.
- You may request to have your child support payments modified. However, there is no guarantee that your request will be granted. For example, if your sole source of income is public assistance, the payment amount may be reduced, but it will not be eliminated entirely.
- Payments do not always go directly to the custodial parent. For example, if the custodial parent is on public assistance, your child support payments are directed to the Department of Social Services.
- Be aware that purchases of items such as food or clothing for your children generally do not count towards your support payments.



Credit and Taxes

Figuring out your credit history, learning about loans (especially for those planning to start a business) and being knowledgeable about scams and identity theft are all important... and can be overwhelming. Use the resources below to help you figure out all things dealing with your credit and taxes.

Good credit is essential to everyone. You are entitled to free credit reports from each of the three credit bureaus each year: Equifax, Experian, TransUnion. Write to the addresses listed below.

- **Equifax** | P.O. Box 740241, Atlanta, GA 30374 | phone: 1.800.685.1111
- **Experian** | P.O. Box 2002, Allen, TX 75013 | phone: 1.888.397.3742
- **TransUnion** | P.O. Box 1000, Chester, PA 19022 | phone: 1.800.888.4213

The **IRS** has a number of free resources to explain your taxes and to help you file them. The key points from their Prisoner Reentry Education Program:

- **If you owe taxes** – You should file all tax returns that are due, regardless of whether or not you can pay in full with your return. Depending on your circumstances, you may qualify for a payment plan. In many cases, filing late can result in penalties that could have been avoided, costing you more money. If you haven't filed, go to www.irs.gov for more information about payment options or to set up a payment arrangement.
- **Refunds** – You have up to three years to file a claim for a refund. Tax Credits – You might still qualify for a refund even if you don't make enough money to pay taxes
- **Proof of Income** – Filing your tax return is important if you want to rent a house or apartment or apply for a loan.
- **Social Security** – To qualify for benefits, Social Security needs a record of your work history.
- **Peace of Mind** – File your taxes and have one less thing to worry about.



For Those with Disabilities

If you are disabled and have been unable to work at a level needed to pay your bills, you may be eligible for Social Security Disability Insurance and or Supplemental Security Income. You must be found disabled according to the Social Security Administration (SSA) guidelines. Medical evidence will be required to prove your disability. In addition, you must prove that your disability has impacted your daily living activities and that you are unable to earn substantially at any capacity, due to your medical condition.

- **Westchester Independent Living Center (WILC)**, 10 County Center Road, 2nd Floor, White Plains, NY 10607 /Phone: (914) 259-8036
WILC is a community-based resource, advocacy group, and training center dedicated to improving the quality of life for people with disabilities.
- **Westchester Disabled on the Move (WDOMI)**, 984 North Broadway, Suite LL-10, Yonkers, NY 10701 / Phone: (914) 968-4717
WDOMI provides individual counselling and group support meetings to assist consumers in maximizing their independence while strengthening coping and self-advocacy skills.



Getting Your Records in Order

In addition to supporting your housing search, the **Westchester County Department of Social Services** can also help you obtain identity documents.

Several basic forms of identity are needed to re-enter and navigate 21st century life. If you do not have these already on file at home or within the correctional facility, your offender rehabilitation coordinator (also called Phase III Transitional services) may be able to assist you with some documents. Additionally, you can also get help from the **Westchester County Reentry Task Force** or the **Westchester County Department of Social Services**. Basic identity documents include your birth certificate, social security card, driver license or non-driver ID, and – if you are a veteran – a DD214 (Report of Separation).

One thing you can work on right now is obtaining and reviewing your Record of Arrests and Prosecutions (RAP sheet). If you are serving a sentence of more than 45 days (at the time you are requesting the RAP sheet) in a New York State prison or a county or city jail, DCJS will send you a free copy of your RAP sheet. Once you receive the RAP sheet, review it closely. This information may be available during employment background checks; you need to understand what your employer may see, and what you may need to correct - studies estimate more than 30% of RAP sheets have errors. For more information, request the **The Legal Action Center's** ♡ *Your New York State Rap Sheet: A Guide to Getting, Understanding, and Correcting Your Criminal Record*; this is available from the **Westchester Library System**.

When you have returned to Westchester County, you can find detailed information on applying for these important documents at **Westchester Connections** (connections.westchesterlibraries.org).



Rights and Responsibilities

Your Rights

Basic needs. From the start, you have the right to apply for benefits—public assistance, including emergency assistance and/or shelter, SNAP, Medicaid, child care assistance, etc.—and the right to a hearing if an application is not processed promptly or denied. Applicants and recipients of these benefits also have the right to accommodation for disability, such as home visits, or exemptions from work requirements. You have a right to interpretation and translation of documents if you have trouble speaking or understanding English.

Licensing, participation, voting. Some rights are restored over time, such as your right to obtain a professional or trade license, to serve in a public office, and to vote. To obtain these rights after probation or parole you need to qualify for a Certificate of Relief or a Certificate of Good Conduct; both are issued by the NYS Division of Parole. How you qualify for these depends on the type of crime committed and the amount of time that has passed since you were released.

If you have been convicted of a felony and are currently incarcerated, you lose the right to vote. That right is restored when you are released from incarceration. You may have the right to vote while on parole (see next page), and you never lost that right if you were on probation. You can check your voter registration status online at the NYS Board of Elections website (<https://voterlookup.elections.ny.gov>). You can register by obtaining a form from the **Westchester County Board of Elections**, your local library, or by going to the Board of Elections website (citizenparticipation.westchestergov.com/voting/register-to-vote).

Employment. If you have a felony, it is against the Civil Rights Act to be barred from employment in an organization of 15 or more people unless the conviction is closely related to the job. It is important to know your rights of employment and be clear about how your conviction is represented in public documents, such as a your Record of Arrests and Prosecutions (RAP sheet) This is especially true since some studies have estimated that 30% of RAP sheets contain errors. Don't let that be the reason you don't get a job.

Responsibilities While On Parole

The *NY State Department of Corrections and Community Supervision Handbook* answers most of the questions about how the system is supposed to work for you – from serving your sentence to restoration of your rights. The latest version of this document may be available in your facility's general or law library. For family members, the **NY State Department of Correctional Services** published *Coming Home – A Family's Guide to Reunification*. This is a checklist of items to review prior to the time that a family member returns home. Both documents named above are linked on **Westchester Connections** (connections.westchesterlibraries.org).

Effective April 18, 2018, individuals being released from incarceration onto parole supervision and individuals who are currently under parole supervision will be given consideration, by the Governor's Office, for a voting restoration pardon.

RESTORATION OF THE RIGHT TO VOTE FOR NEW YORKERS ON PAROLE

Frequently Asked Questions about Governor Cuomo's Granting of Pardons to Restore the Voting Rights of Individuals under Community Supervision (July 2019, <https://www.ny.gov/services/apply-clemency>)

Eligibility Criteria

Q: Who is eligible to be individually reviewed for a voting restoration pardon issued by Governor Cuomo?

A: Candidates who meet the following criteria:

- Convicted of a New York State felony.
- At least 18 years of age.
- Under community supervision by the New York State Department of Corrections and Community Supervision following release from a New York State prison.
- Current residents of New York State.

Q: What factors are considered when reviewing each candidate?

A: The review process will examine each individual, considering a variety of factors, including if the person is living successfully in the community by maintaining required contact with his or her parole officer and remaining at liberty at the time of the review.

Consideration For A Voting Restoration Pardon

Q: Does a person have to apply for a voting restoration pardon?

A: No, there is no need to apply. The Department of Corrections and Community Supervision (DOCCS) submits a list of all individuals currently under community supervision to the Governor's office, and will send a monthly list of individuals released to community supervision during the prior month. Each eligible individual on the list, as defined in question 1, will be considered for a voting restoration pardon.

Q: If a person does not receive a voting restoration pardon, is there an opportunity for another review based on changed circumstances?

A: Yes, individuals who were not recommended for a pardon will have their cases reviewed periodically, and may be recommended for a pardon at a later date. This will happen automatically and there is no need to request reconsideration.

Effect Of Pardon

Q: What rights does the voting restoration pardon restore?

A: The pardon restores the right to vote in elections held in New York State. It neither restores other rights nor removes other exclusions or disabilities. Additionally, it is neither a remission of guilt nor forgiveness for an offense.

Q: What elections are covered by the voting restoration pardon?

A: The pardon restores the right to vote in any election held in New York State for any issue or office – local, state, or federal – that the election covers.

Q: Is an individual who receives a voting restoration pardon automatically able to vote?

A: The right to vote is automatically restored when the pardon is issued, but the person must register to vote like any other individual in a New York State election, and cannot vote if he or she is not registered. Registration to vote can be completed online through the Department of Motor Vehicles website, or through a paper form submitted in person or by mail to an individual's county board of elections. Pardon recipients will be provided paper registration forms from their parole officers, along with the location of the registration office.

Notification

Q: How will an individual under community supervision be notified that he or she has received a pardon restoring his or her right to vote?

A: Once granted, parole officers will hand deliver voting restoration pardons to individuals under their supervision, along with a voter registration form and the location of the registration office. A person can also look up his or her name using the Parolee Lookup feature of the DOCCS website, and see if they have been granted a conditional voting pardon, which will be noted on the lookup.

Q: How will the Board of Election in each New York State jurisdiction know if an individual under community supervision has received a voting restoration pardon?

A: The Boards of Election are currently notified when someone has had their right to vote taken away through a sentence of incarceration for a felony. When an individual who has lost their right to vote in this way later seeks to register to vote, the Board will look up that person in the Parolee Lookup feature of the DOCCS website to see if he or she has received the voting restoration pardon.

Revocation

Q: Can the voting restoration pardon be revoked?

A: Yes, the pardon is conditional, and can be revoked if the person is re-incarcerated in New York State prison as a result of a finding of a violation of community supervision (a parole violation) or as a result of a conviction for a new felony.

Q: Will the Board of Elections be notified of individuals who have had their voting restoration pardon revoked?

A: Yes, they will be notified. Also, the pardon indication will be removed from that individual's displayed record in the Parolee Lookup of the DOCCS website.



Programs that May Support Your Reentry

The programs described below have been proven to help keep you moving in a positive direction. The programs do this by working with you to establish skills and habits that can help you overcome the challenges that you will likely face in reentry. These descriptions are provided so you will be familiar with them if they are mentioned as part of your reentry counseling.

- **Anger Management** is a process through which people gain a perspective on their anger and find out ways to stay calm in situations that would otherwise trigger it. Anger management doesn't ask people to hold in their anger, which is dangerous. Rather, it teaches them how to regulate it and release it in an appropriate way. In short, it's about identifying and controlling one's reaction to anger and learning how to respond in a healthier way. Anger management can be done in either group sessions or one-on-one sessions. Programs are led by a therapist or certified anger management counselor and can last anywhere from a few weeks to a few months. This 12 session curriculum is usually part of a larger moral reconnection therapy (MRT) program.

Anger management classes work to break down the root causes of anger so that one can fully understand the source of their pain before getting to work on processing it responsibly. A big part of anger management classes is unpacking how anger affects your physical health in addition to your mental health. Through exercises like role play and journaling, attendees build self-reflective habits that help them find a perspective on their anger.

- **Domestic Violence Program.** A program that involves either 26 or 52 90-minute sessions that seek to transform attitudes and behaviors from abuse and control to respect. It specifically works to acknowledge your accountability for controlling anger towards others and examining the impulse to control intimate partners. This program requires payment of weekly fees as a condition of participation, as well as purchase of any required text.
- **Moral Reconnection Therapy (MRT)** seeks to decrease recidivism by increasing moral reasoning. Individual and groups sessions are used; groups meet once or twice weekly and programs can range in length from 3-6 months.

MRT uses 12-16 objectively defined steps, which focus on seven basic treatment issues:

- Confrontation of beliefs, attitudes, and behaviors
- Assessment of current relationships
- Reinforcement of positive behavior and habits
- Positive identity formation
- Enhancement of self-concept
- Decrease in hedonism and development of frustration tolerance
- Development of higher stages of moral reasoning



As long as you have an honorable, medical, or general discharge, no criminal conviction can take away your veteran's benefits. You don't lose them because of a criminal act after the fact, so you should always be aware of what your benefits are and where to get them.

Note that pension benefits may stop during incarceration; you must reapply when you return to the community. Disability-based compensation that is connected to your service may be reduced.

Vet Centers provide a broad range of counseling, outreach, and referral services to combat Veterans and their families. All services are free of cost and are confidential. In Westchester County, the Vet Center is located in White Plains.

- **Vet Center; Keeping the Promise**, 300 Hamilton Avenue, Suite C, 1st floor, White Plains, NY 10601 / Phone: (914) 682-6250 / Monday - Friday, 8am-4:30pm. PTSD services, readjustment counseling services, alcohol and drug treatment referrals, education/employment counseling.
- **Support Services for Veterans and their Families / Westchester Community Opportunity Program**, 28 East 1st Street, Mount Vernon, NY 10550 / Phone: (914) 664-8680 / Stephen Vaughn, svaughn@WestCOP.org
Offers comprehensive services, including housing search assistance and temporary financial assistance for rent, utilities, transportation, childcare, education, and other qualifying services. Provides job coaching and assistance with job search and placement. Can assist in obtaining VA benefits and other public benefits.



New York State Reentry Task Forces

New York State has 20 county-based Reentry Task Forces. Each works to coordinate and manage services provided to individuals to ensure effective reentry into the community. The task force includes the collaboration of diverse organizations to work together in support of case-managed services to moderate to high-risk offenders upon their release from prison. Agencies participating in the task force represent law enforcement, community supervision, social services, mental health, victim advocacy, substance abuse treatment providers, and community organizations.

Reentry Task Forces operate in the following counties: Albany, Bronx, Broome, Dutchess, Erie, Kings, Monroe, Nassau, New York, Niagara, Oneida, Onondaga, Orange, Rensselaer, Rockland, Schenectady, Suffolk, Ulster, and Westchester.













- **Albany County Reentry Task Force**, C/O Department of Mental Health, 175 Green Street, Albany, NY 12202 / Phone: (518) 447-2003
- **Bronx County Reentry Task Force**, C/O EAC, Inc., 1020 Grand Concourse, Bronx, NY 10451 / Phone: (718) 538-7416
- **Broome County Reentry Task Force**, C/O Department of Mental Health, 36-42 Main Street, Binghamton, NY 13901 / Phone: (607) 778-1364
- **Dutchess County Reentry Task Force**, C/O Exodus Transitional Community, Inc., 85 Cannon Street, Poughkeepsie, NY 12601 / Phone: (845) 452-7620
- **Erie County Reentry Task Force**, C/O Spectrum Human Services, 1280 Main Street, Buffalo, NY 14202 / Phone: (716) 539-1783
- **Kings County Reentry Task Force**, C/O District Attorney's Office, 210 Joralemon Street, 3rd Floor, Brooklyn, NY 11201 / Phone: (718) 250-3281
- **Manhattan Reentry Task Force**, C/O Harlem Community Justice Center, 170 East 121st Street, New York, NY 10035 / Phone: (212) 360-4131
- **Monroe County Reentry Task Force**, C/O DELPHI, 727 St. Paul Street, Rochester, NY 14605 / Phone: (585) 467-2230
- **Nassau County Reentry Task Force**, C/O Probation Department, 60 Charles Lindbergh Boulevard, Uniondale, NY 11553 / Phone: (585) 227-7025
- **Niagara County Reentry Task Force**, C/O Community Missions, 1570 Buffalo Avenue, Niagara Falls, NY 14303 / Phone: (716) 285-3403, x2258
- **Oneida County Reentry Task Force**, C/O Workforce Investment Board, 209 Elizabeth Street, Utica, NY 13501 / Phone: (315) 798-3645
- **Onondaga County Reentry Task Force**, C/O Department of Social Services, 421 Montgomery Street, Syracuse, NY 13202 / Phone: (315) 435-2985, x7153

- **Orange County Reentry Task Force**, C/O RECAP, Inc., 280 Broadway, 2nd Floor, Newburgh, NY 12550 / Phone: (845) 342-3978
- **Queens County Reentry Task Force**, C/O The Fortune Society, 29-76 Northern Boulevard, Long Island City, NY 11101 / Phone: (347) 510-3686
- **Rensselaer County Reentry Task Force**, C/O District Attorney's Office, 80 Second Street, Troy, NY 12180 / Phone: (518) 270-4002
- **Rockland County Reentry Task Force**, C/O Bridges, 873 Route 45, Suite 108, New City, NY 10956 / Phone: (845) 624-1366, x136
- **Schenectady County Reentry Task Force**, C/O The Center for Community Justice, 144 Barrett Street, Schenectady, NY 12305 / Phone: (518) 346-1281, x22
- **Suffolk County Reentry Task Force**, C/O Probation Department, PO Box 205, Yaphank, NY 11980 / Phone: (631) 852-5404
- **Ulster County Reentry Task Force**, C/O Family of Woodstock, Inc., 39 John Street, PO Box 3516, Kingston, NY 12402 / Phone: (845) 331-7080
- **Westchester County Reentry Task Force**, C/O District Attorney's Office, 111 Dr. Martin Luther King Jr. Boulevard, White Plains, NY 10601 / Phone: (914) 995-2791

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

A Guide to the Job Search Toolkit

The Job Search Toolkit is a plain language guide to all aspects of job search. The Reentry Road Map (below) calls out key points for you to know as you plan for work. If you need more information, see page 33 to order a free copy of the Job Search Toolkit.

	Write it down.	Plan & keep track. <i>Chapter 1; p 4</i>	Finding a job is your new job. Start with a notebook, pen and calendar. Plan and keep track of your efforts.
	What kind of work can you do?	Every job is a good start. <i>Chapter 1; pp 5-7</i>	Know the jobs you won't be hired for; skip jobs that relate to your rap sheet. For example, if you were convicted of armed robbery— don't plan on work in private homes without supervision.
	Where can you work?	Connect with a re-entry organization. <i>Chapter 8; pp 62-66</i>	Get help and training plus find ex-offender friendly companies like; Applebee's, Aramark Food Service, Dunkin Donuts, Kohl's (no violent felons), Longhorn Steakhouse, McDonald's, Olive Garden, PetSmart, Red Lobster, Red Robin, Sears, Target (no violent offenders), Walmart. Be polite and professional with everyone you meet.
	Write down your work history.	Fill out a Personal Data Form. <i>Chapter 4; pp 36-38</i>	Get names, addresses and telephone numbers of places where you worked, or volunteered. Be prepared to answer a criminal conviction question using just facts, no excuses or "will explain in person."
	Telephone tips.	Use the phone correctly. <i>Chapter 2; p 17</i>	Answer every call politely and use a professional, clear, message for callers to hear when you can't pick up. Don't have your own phone? Ask someone you trust if you can put down their number and take a message if you get calls.
	Check your email.	Make sure you have a professional email address. <i>Chapter 4; p 28</i>	Have a work friendly email address—bigbaddaddy@aol.com is not recommended. Write down the email address and password and learn how to use it; on a computer, not just a cell phone. Find help using email and a computer class at your local library.
	You may need a resume.	Writing a resume. <i>Chapter 5; pp 40-45</i>	Get help, this doesn't mean your cousin writes your resume for you. This is a document you must be able to talk about. Your library, a One Stop Center and non-profits can be your guide to resume writing. <i>See the sample resume on the back of this page.</i>
	Tell people you're looking for a job.	Networking to find work. <i>Chapter 2; pp 16-21</i>	The #1-way people get jobs is from a referral. Tell everyone you know you're looking for a job. When you meet new people, tell them too. Write down names and contact information to follow up. If you use Facebook keep it work friendly, no photos of partying, foul language, racist or sexist content.
	Apply for jobs online.	Use a computer to apply for jobs. <i>Chapter 6; pp 51-56</i>	Online applications take as long as an hour. Having your Personal Data Form makes it easier. Read everything and answer all questions. Don't check every box 'yes' that offers additional information about jobs, education or training. When you check yes you get tons of emails you don't need. Keep track of applications including log ins and passwords.
	Find volunteer work.	The value of volunteer work. <i>Chapter 7; pp 59-61</i>	Volunteer work gives you experience you can add to a resume or application and references from people who see the quality of what you do. You never know, volunteering can turn into a paid job. It's all part of networking.
	Prepare for interviews.	Walk in with confidence. <i>Chapter 9; pp 67-75</i>	Be prepared to answer common interview questions like, "Why do you want to work here?" Have responses for gaps in your work history and the reason for your criminal conviction. Focus on what you learned and how you have grown, not a list of excuses and blame.
	Interview	Describe your talent. <i>Chapter 10; pp 76-79</i>	Get to the interview a little early, but not an hour before. Wear neat and clean clothes, same with your hair, hygiene and any jewelry. It's ok to be nervous. Take your time answering questions. Get the name and contact information from interviewers so you can send a thank you note.

Fred Perez

41 Bolt Lane
New Rochelle, NY 10805
(203) 444-1397
Fredp203@mail.com

Summary: Experienced cook with a track record on grills, broiler, fryers, cold food station and prep in cuisines including American, Mexican, Tex-Mex, Italian and Fast Food.

Hope Community Services, New Rochelle, NY **2017- Present**
Food Server

- Distribute dinner to 50 plus patrons.
- Maintain a clean and safe kitchen and dining area.
- Focus on minimizing waste and maximizing nutrition.

Central Cafeteria, Elmira, NY **2010 - 2016**
Cook

- Prepared breakfast and lunch according to rotating menu.
- Minimized food waste.
- Trained two cooks on cafeteria standards.

HMS Host, Albany, NY **2004 – 2006**
Line Cook

- Prepared up to 300 lunches each day in a corporate setting.
- Maintained food safety standards.
- Followed corporate standard menus.
- Prepared special items for customers.

Don Alejandro's Texas Grill, Rochester, NY **2002 – 2004**
Fry Cook

- Responsible for all fresh made tortilla chips.
- Created and supplied tortilla baskets for salads.
- Fried dinner entrees and side orders that required this preparation

Mimis Coffee Restaurant, Rensselaer, NY **2000 – 2002**
Prep Cook

- Set up and maintained entire salad station.
- Ensured cleanliness of work area and safety of food.

Education

- Food Handler's Certificate, 2012
- High School Diploma, Utica, NY

Free Resources from the Westchester Library System

If you are in a NYS Correctional facility, please ask your offender rehabilitation coordinator for copies of the publications listed below or write to request them directly from the Westchester Library System.

WESTCHESTER LIBRARY SYSTEM

Reentry Services
570 Taxter Road
Elmsford NY 10523

Please order materials in advance; do not order materials if you have less than 45 days before your anticipated release because they might not get to you in time!

FROM THE WESTCHESTER COUNTY DEPARTMENT OF SOCIAL SERVICES

- **DSS services application** (a copy may also be available from your offender rehabilitation coordinator)

FROM LIFT (LEGAL INFORMATION FOR FAMILIES TODAY)

- **Introduction to Child Support**, Introduction to Custody & Visitation
- **My Criminal Conviction and My Family Court Case**

FROM WESTCHESTER LIBRARY SYSTEM

- **Getting Your High School Equivalency Diploma** explains four pathways to a diploma and offers detailed information on TASC subject tests. It also points to free web-based resources that you can use to build your skills in all subject areas.
- **Job Search Toolkit** is a general guide that will help you make a plan for your job search. We'll include a two-page Re-entry Road Map that addresses topics specific to re-entry and can be used with the Toolkit.
- **Reentry Chronicles** is a publication focused on topics relevant to successful reentry. The latest issue available will be sent.
- **Westchester Connections Guide** pocket card outlines content available at the web site connections.westchesterlibraries.org.

FROM THE LEGAL ACTION CENTER

- **Your New York State RAP Sheet: A Guide to Getting, Understanding & Correcting Your Criminal Record**

IMPORTANT PHONE NUMBERS/LOCAL LIBRARIES/HELPLINES

Westchester County Parole. New Rochelle: 3 Cottage Place, 914-654-8770
Peekskill: 201 S James St, 914-734-4260

United Way of Westchester and Putnam. Dial 211. A free directory/referral service.
Available Monday-Friday, 9am-5pm. Service offered in English and Spanish.

Public libraries. Libraries provide information services throughout the year—by phone and in person. They are a welcoming space in which you can read, research, learn (individually or in a class), enjoy free arts programs, and engage in programming with your children. Free wifi and computer access at all locations. Call to check hours.

Questions about getting a library card? Contact us at connections@wlsmail.org

WESTCHESTER LIBRARIES

Ardley	914-693-6636	Mount Kisco	914-666-8041
Armonk	914-273-3887	Mount Pleasant	914-769-0548
North White Plains	914-948-6359	Mt. Pleasant Branch	914-741-0276
Bedford Hills	914-666-6472	Mount Vernon	914-668-1840
Bedford Village	914-234-3570	New Rochelle	914-632-7878
Briarcliff Manor	914-941-7072	North Salem	914-669-5161
Bronxville	914-337-7680	Ossining	914-941-2416
Chappaqua	914-238-4779	Peekskill	914-737-1212
Croton	914-271-6612	Pelham	914-738-1234
Dobbs Ferry	914-693-6614	Port Chester/ Rye Brook	914-939-6710
Eastchester	914-793-5055	Pound Ridge	914-764-5085
Greenburgh	914-721-8200	Purchase	914-948-0550
Harrison	914-835-0324	Rye	914-967-0480
West Harrison	914-948-2092	Scarsdale	914-722-1300
Hastings	914-478-3307	Somers	914-232-5717
Irvington	914-591-7840	Tarrytown	914-631-7734
Katonah	914-232-3508	Tuckahoe	914-961-2121
Larchmont	914-834-2281	White Plains	914-422-1400
Lewisboro	914-763-3857	Yonkers	914-337-1500
Mamaroneck	914-698-1250	Yorktown	914-245-5262
Montrose	914-739-5654		

This print resource guide was developed by the Westchester County Reentry Task Force and the Westchester Library System (WLS) for those soon to be returning to the Westchester Community and their families. It was printed May 2019 with funding from the New York State Department of Education, Division of Library Development. For updated and expanded information on Westchester County services, go to connections.westchesterlibraries.org.



570 Taxter Road, Suite 400, Elmsford, NY 10523

WESTCHESTERLIBRARIES.ORG