

New York Youth Works Provider Resources

- **To view the New York Youth Works Provider Webinar recording please follow the directions below:**
 - Go to <https://dews.webex.com>
 - Click on “Recorded Sessions”
 - Click on the session titled, “NYYW Training Webinar: Overview of Resources for Training and Placement Providers”
- **New York Youth Works reimbursement requests for milestone payments should be mailed to the NYSDOL Contract Unit at the address below:**

New York State Department of Labor
Division of Employment and Workforce Solutions
Office of Workforce Investments
Governor W. A. Harriman State Office Building Campus, Building 12 – Room 290
Albany, NY 12240
- **If you have a question about a milestone payment, please contact NYSDOL’s Contract Unit by phone at: (518) 457-8688.**
- **The One Stop Operating System (OSOS) is NYSDOL’s case management system that will be used for data entry purposes for New York Youth Works program. Below is some information that will help you use OSOS.**
 - Your organization will not have access to OSOS until there is an executed contract. After your organization’s contract is executed, you will be contacted to attend a webinar training on OSOS. In addition, NYSDOL’s Contract Unit will provide you with forms to access OSOS as part of your contract reimbursement package.
 - Please refer to the New York Youth Works Providers’ OSOS Guide for directions when using OSOS. To access the guide, go to: <http://labor.ny.gov/workforcenypartners/osos/osos-guide-nyyw.pdf>
 - For assistance with OSOS, please contact the OSOS Help Desk by:
 - Phone: (518) 457-6586
 - Email: help.osos@labor.ny.gov
- **To confirm that a business is certified by NYSDOL, please follow the steps below:**
 - Ask the business you are working with for a copy of the Business Certification sent out by New York State Department of Labor.
 - If a business has misplaced their certificate, and you need to confirm their participation in the program, please contact NYSDOL’s Business Services Unit by phone at: (518) 457-0616.

- Below is a list of local One-Stop Career Center representatives that can be contacted for assistance with New York Youth Works certified youth including:
 - A list of New York Youth Works certified youth in your area
 - Work with providers to fill vacant slots with New York Youth Works certified youth
 - Identify appropriate services for youth

NY Youth Works Target Area	Representative Name	Phone	Email
Albany (City of) Schenectady (City of)	John Triller	(518) 462-7600 ext. 100	john.triller@labor.ny.gov
Buffalo (City of)	Mike Farkas Jill Whitfield	(716) 851-2600 (716) 366-9015	michael.farkas@labor.ny.gov jill.whitfield@labor.ny.gov
Hempstead (Town of) Brookhaven (Town of)	Kevin Robbins Amy Lowth	(516) 934-8548 (631) 687-4819	kevin.robbs@labor.ny.gov amy.lowth@labor.ny.gov
Mount Vernon (City of) New Rochelle (City of) Yonkers (City of)	Don Lucarello Elyse Adler	(845) 473-9000 (914) 995-4994	donald.lucarello@labor.ny.gov elyse.adler@labor.ny.gov
New York City	Tara Brooks-Smith	(718) 321-6373	tara.brooks-smith@labor.ny.gov
Rochester (City of)	Barbara Weymouth	(585) 266-7760 ext. 225	barbara.weymouth@labor.ny.gov
Syracuse (City of)	Denise Elliott	(315) 477-6931	
Utica (City of)	Deb Giovannetti	(315) 793-5327	debra.giovanetti@labor.ny.gov

- Some New York Youth providers are delivering work readiness training, including the National Work Readiness Credential (NWRC). For more information on accessing NWRC resources, please review the information below:
 - To purchase Steck Vaughn’s *WorkSkills* curriculum to prepare youth for the NWRC, go to: <http://www.hmheducation.com/careerpathways/preparation-2.php>. Scroll down on this web page to find the “Order Now” tab to purchase the NWRC curriculum.
 - There are organizations that have been authorized as official NWRC test sites. To access the list of NWRC test sites in your area, go to: <http://www.labor.ny.gov/careerservices/PDFs/new-york-state-nwrc-test-sites.pdf>
 - If your organization is interested in becoming a NWRC test site, visit Castle Worldwide at www.castleworldwide.com/nwrc for more information.
 - In order for youth to take the NWRC exam, you must purchase NWRC test vouchers. Contact your Steck Vaughn NWRC sales representative using the sales representative locator for assistance at: <http://customercare.hmhco.com/grailssalesrelocator/>
- If you have additional questions or need assistance please refer to the contacts below:
 - For tax questions, please contact Tim Foley at:
 - Email: timothy.foley@tax.ny.gov
 - For all other New York Youth Works Questions or Assistance contact NYSDOL by:
 - Phone: 1-877-226-5724
 - Email: info@youthworks.ny.gov