NEW YORK STATE
DEPARTMENT OF SOCIAL SERVICES
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LOCAL COMMISSIONERS MEMORANDUM

DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-144

Date: September 18, 1992

Division: Income Maintenance

TO: **Local District Commissioners**

SUBJECT: Preparing the Job Seeking Ex-Offender

ATTACHMENTS: "The Prime Objective: A Guide in Preparing the Job Seeking Ex-Offender" - not available on-line

Attached please find a publication of the New York State Department of Labor (DOL) entitled "The Prime Objective: A Guide in Preparing the Job Seeking Ex-Offender." The booklet was designed by DOL to assist ex-offenders in obtaining employment.

The booklet describes the steps an ex-offender can take to obtain a Certificate of Relief from Disability and a Certificate of Good Conduct. A felony conviction can often bar ex-offenders from certain licenses and employment. The Parole Board can restore certain legal rights by issuing these certificates. The restoration of these rights may permit ex-offenders to successfully obtain employment in areas where they were previously barred.

In your assessment of participants for the JOBS program, it should be determined if application for either of these certificates is appropriate for those public assistance recipients who are also ex-offenders. The model assessment form which was distributed last summer (91 LCM-144) includes these items for review.

Additional copies of the publication can be obtained from the New York State Department of Labor, State Campus, Labor Department Building, Albany, New York 12240. If you have any questions concerning this release, please contact the Bureau of Employment Programs at 1-800-342-3715, extension 3-8744.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance