

What will be my final date on the payroll?

Final date on payroll will depend on your last day of employment.

When will I receive my final paycheck?

To determine distribution of your final paycheck, please refer to the 2020-2021 payroll calendar. brooklyn.cuny.edu/web/off_hr/200304_PaySchedule_PartTime.pdf

How do I file for NYS Unemployment Insurance?

Unemployment Insurance is temporary income for eligible workers who lose their jobs through no fault of their own. You can file your claim using the following link for NYS Unemployment: dol.ny.gov/unemployment/file-your-first-claim-benefits

I currently have health insurance with CUNY, when will my health insurance coverage end?

Health insurance coverage will be determined by the last date of effective employment.

CA's are paid on a lag schedule. As an example, if the CA's appointment ends 6/30/2020, the time worked from 6/21/2020 – 7/4/2020 will be paid on 7/30/2020; which will also include any unused annual time.

If the CA does not receive another appointment for the new fiscal year, then 7/30/2020 will be when they receive their last paycheck, thus, ending their benefits.

I currently have Welfare Fund benefits with my union. When will my welfare fund benefits (dental, prescription, vision) end?

The termination date of benefits will be determined by the Welfare Fund. You should contact your Union directly for more information.

- College Assistants, Custodial Assistants, IT hourly, Business Data Analyst hourly, please contact DC 37.
Phone: **212.815.1234**
Website: www.dc37.net/benefits/health
- Campus Security Assistant hourly titles, please contact Teamsters Local 237.
Phone: **212.924.7220**
Website: www.local237.org/benefits/nyc-agencies-nycha-hhc
- Theater Technician Hourly titles, please contact IATSE, Local One.
Phone: **212.333.2500**
Website: www.iatselocalone.org/

What is COBRA?

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that the City offer employees, retirees and their families the opportunity to continue group health and welfare fund coverage in certain instances where the coverage would otherwise end. If you lose your health coverage, you and your dependents may be eligible to continue to receive some or all of these benefits by paying a premium for COBRA coverage. The monthly premium will be 102% of the group rate. For more information please go to:

www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf

What is COBRA through the Welfare Fund?

If Welfare Fund benefit coverage is lost, participants and dependents may be eligible to continue to receive some or all of those benefits by paying a premium. The right to continuation coverage was created by federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 otherwise known as COBRA. You should contact your union directly for more information.

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How do I enroll in COBRA?

To enroll in COBRA, please complete the COBRA application via the link below and return to the College Benefits Officer within sixty days of effective separation date.

www1.nyc.gov/assets/olr/downloads/pdf/health/cobra-jan2020.pdf.

Enrolling in basic Health insurance COBRA does not assure enrollment in Welfare Fund COBRA and vice versa.

How do I enroll in welfare fund COBRA?

Welfare Fund COBRA coverage is separate and apart from basic Health Insurance COBRA coverage. Enrolling in Welfare Fund COBRA does not assure enrollment in basic Health insurance COBRA and vice versa. Each hourly employee should contact their union directly for more information.

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What happens to my pension contributions?

The pension available for all hourly titles is the New York City Employees' Retirement System (NYCERS). If the affected hourly employees are enrolled in NYCERS and separates, all questions about their pension plan should be directed to NYCERS at nycers.org or **347.643.3000**.

What if I want to retire?

CUNY/The College cannot determine your eligibility for retirement. This can only be determined by your pension fund (NYCERS).

If you have made contributions to your pension fund, and have the required years of service, you may be eligible to retire. If you decide to retire, you must file paperwork with NYCERS (pension fund), no earlier than 30 days and no later than 90 days after separating from the College.

For more information, please contact NYCERS directly at: nycers.org or call **347.643.3000**.

Will I be paid out for my accrued annual and sick leave?

You will be paid for unused annual time in a lump sum payment. Unused sick leave will be forfeited.

When will I receive my 2020 W-2 statement?

The State usually mails out the W-2 statement directly to the home address before January 31st of each year. It is important to make sure that the Office of Human Resource Services has your current mailing address.

To update your mailing address, complete the Basic Personnel and Address Form which can be accessed at: brooklyn.cuny.edu/web/off_hr/160623_FORMS_BasicPersonnelAddressInfo.pdf
Submit form to Office of Human Resource Services via email: hrs@brooklyn.cuny.edu

FIND EMPLOYMENT

The City of New York has developed resources for those who may be unemployed due to COVID-19 or are seeking additional assistance.

Workforce1

Workforce1 helps New Yorkers prepare for, and connect to, jobs across New York City's five boroughs and in every sector of the economy. The Virtual Workforce1 Career Center system connects New Yorkers, via web or phone, to one-on-one help from professionals. To get employment assistance, visit the **Virtual Workforce1 Career Center online**.

ACCESSNYC

ACCESSNYC is a portal for NYC residents to determine their eligibility for over 30 economic opportunity programs and benefits. It also includes a regularly updated list of COVID-19 response resources.

The Brooklyn Public Library provides free resume review/career support.

bklynlibrary.org/business/career-help

The New York Public Library offers **Virtual Career Services Resources**.

CareerservicesSNFL@nypl.org, 212.592.7006.

Career and Resilience Coaching

Career coaches help with networking, interviewing skills, and more. Career coaching is a free service available to job seekers who wish to focus on an existing job search strategy and/or gain insight on how to craft an effective self-marketing plan.

Volunteer resilience coaches provide skills to deal with feeling isolated and build mental resilience to move forward in whatever you need to accomplish.

The resilience coaching sessions do not count towards the career coaching sessions and vice versa so that you can make concurrent appointments. **Note: A maximum three (3) sessions per customer is permitted within a three-month window.**

NYPL databases for career/job search available from home

Career Cruising: resume samples, career guides, assessments to discover your transferable skills, your learning styles, and to access college and scholarship information.

Lynda.com: video training tutorials in various skills: Microsoft, Adobe, HTML, resumes, salary negotiation, interviewing skills, business writing, and more.

Learning Express: online tutorials, practice tests, and e-books to help patrons of all ages in job search and workplace skills improvement, skill-building in reading, writing, math, and

basic science, career certification, licensure exam prep, college and grad school entrance test prep, GED® test prep, and more.

Career and Job Search Seminars

Career Services NYPL on Facebook offers numerous recordings of career and job search seminars presented by industry experts. You don't have to join Facebook to view the recordings.

Other Helpful Websites to Find Employment

Subscribe to **CUNY's weekly career emails**

New York State Department of Labor's **compiled list of available jobs**

Brooklyn Workforce1 Industrial & Transportation Center

Restoration Plaza

Sites for Finding Remote Work

Top Remote Job Boards

5 Places to Find Remote Jobs

Flex Jobs

Interview Prep Material

info.brooklyn.cuny.edu/confluence/display/career/Interviewing

Resume Help

5-minute resume formatting video

In-depth resume guidance workshop

FINANCIAL COUNSELING

The City of New York

The Department of Consumer and Worker Protection's NYC Financial Empowerment Centers now provide free one-on-one professional, financial counseling over the phone. Counselors can help you create a budget, manage bills, save for essentials, deal with student loans, and more. Visit **NYC.gov/talkmoney to make an appointment online.**

New York Public Library

Financial counselors are available by phone. Make a 30-minute appointment to speak with them about your current financial situation, including general money management, budgeting, saving, banking, retirement planning, and more. This appointment is for a specific date and time; the counselor will contact you as the appointment approaches, and call you at the appointed time. To make an appointment, **click here.**

Credit Counseling

Do you have credit or debt issues? Questions about your loans? Make a one-hour phone or web appointment with a counselor from the Financial Coaching Corps, Community Service Society of NY. Please call 212.614.5586; leave a message, and a counselor will contact you.

RENT ARREARS, HOUSING AND PUBLIC ASSISTANCE

Cash Assistance

If your work schedule was reduced as a result of the coronavirus and you are unable to pay your rent, you can apply for a Cash Assistance special grant request to get benefits for emergencies. If you have an active Cash Assistance case, visit ACCESS HRA.

Tenants' Rights for Tenants with COVID-19 or Under Home-Quarantine

Resources are available to you if you are a tenant in New York City and are facing hardship due to COVID-19. The City is here to help you maintain stable housing. Learn more about tenants' rights for tenants with COVID-19 or under home-quarantine.

New York City Housing Authority

NYCHA residents that experience a loss of income may qualify for a rent reduction. Households that have experienced a complete income loss may qualify for the Zero Income Policy.

FOOD ASSISTANCE

Visit NYC.gov/GetFood for COVID-19 food assistance resources.

FoodHelp NYC to find a locations near your home distributing meals for free, including food pantries and Grab & Go meals at NYC Schools, available for all children or adults in need.

Visit ACCESS HRA to apply for the Supplemental Nutrition Assistance Program (SNAP/food stamps)

NYC Department for the Aging provides home-delivered meals are available for seniors ages 60 years and older who may have disabilities, access, or functional needs.

HungerFree NYC and Hunter College Food Policy Center publish neighborhood-based food resource guides. These guides covers all neighborhoods in NYC by ZIP code and are available in multiple languages.

City Harvest Mobile Markets distribute fresh produce in all five boroughs.

Emergency food delivery assistance is available to you if you:

- Are unable to go out and get food for yourself, AND
- Do not have someone else in your household who can get food for you, AND
- Do not have a family member, friend, or neighbor who lives nearby who can get food for you, AND
- Do not receive food from Meals on Wheels, God's Love We Deliver or a similar service, AND
- Are not able to afford food delivery from a restaurant or grocery store.

COMMUNITY MENTAL HEALTH RESOURCES

Free Services

Flatlands Guidance Center as part of Catholic Charities

2037 Utica Ave | 718.722.6001

Offering a range of services to help families throughout the Brooklyn and Queens area. Services offered include family services, food assistance, immigration integration, homelessness assistance and more. www.ccbq.org/

Jewish Board of Family and Children's Services

2928 W. 36th St | 212.584.8495

Offering a range of services to individuals of every background with multiple offices throughout the five boroughs. Services offered include, family services, mental health counseling, homelessness assistance and more. jewishboard.org/

1-800-NYC Well

NYC Well is New York City's free, confidential support, crisis intervention, and information and referral service for anyone seeking help for mental health and/or substance misuse concerns, available 24 hours a day, 7 days a week, 365 days a year.

Telemedicine

Health insurance carriers are now offering expanded opportunities to speak with medical providers by telephone or video. [This website](#) displays a chart for what each carrier is offering members.

The 10 Minute Mind

Personal Counseling and Human Resource Services have teamed up with [The 10 Minute Mind](#) to offer a free digital subscription to daily mindfulness meditation sessions.

Services with Fee

Brooklyn Center for Psychotherapy

300 Flatbush Ave | 718.622.2000

A clinic treatment center that provides services for mental health counseling and chemical dependency treatment. All sessions will be conducted over the phone or video. Most major medical insurances are accepted, as well as Medicaid Managed Care. For those without insurance, a sliding scale fee is offered. newdirectionsbrooklyn.com/

Interborough Developmental & Consultation Center, Inc.

Outpatient Mental Health Clinic | 1623 Kings Hwy | 718.375.1200

A clinic treatment center that provides service for mental health counseling. Most major medical insurances are accepted, as well as Medicaid Managed Care. interborough.org/

New Horizon

Ozone Park and Rockaway | 108-19 Rockaway Blvd | 718.845.2620

A clinic treatment center that provides services for mental health counseling and chemical dependency treatment. Most major medical insurances are accepted, as well as Medicaid Managed Care. For those without insurance, a sliding scale fee is offered.

Queens Consultation Center, LLC

9520 63rd Rd | 917.670.7031

A multidisciplinary mental health clinic that provides psychotherapy and psychiatric services, including psychotropic medications. Most major medical insurances are accepted, as well as Medicaid Managed Care. queensconsultationcenter.com

Sunset Terrace Family Health Center at NYU Langone

514 49th St | 718.431.2600

The team at Sunset Terrace Family Health Center, part of the [Family Health Centers at NYU Langone](#), provides behavioral health services, adult primary and specialty care, an on-site pharmacy, and dental care for adults and children. All programs offer bilingual services and are respectful of the needs of the LGBTQ+ community. If you do not have health insurance, call NYU at 212-263-1481 to get information about an out-of-pocket cost estimate, review the hospital's Financial Assistance Policy, and your eligibility for subsidized health insurance through programs such as Medicaid. nyulangone.org/locations/sunset-terracefamily-health-center-at-nyu-langone

DOMESTIC VIOLENCE RESOURCES

Live Your Dream.Org

[LiveYourDream.org](#) is a movement fiercely dedicated to ensuring every woman and girl has the opportunity to reach her full potential, be free from violence, and live her dreams. They provide advocacy and action opportunities to spread awareness about causes such as access to education, empowering girls, and ending violence against women.

NYC Domestic Violence Support Webpage

A comprehensive list of all support services offered by NYC for victims of domestic violence and abuse. If you or someone you know is experiencing this kind of behavior from a partner, please call New York City's 24 hour Domestic Violence Hotline, 800.621.HOPE.

NYC Well

[NYC Well](#) is your connection to free, confidential mental health support. Speak to a counselor via phone, text, or chat and get access to mental health and substance use services, in more than 200 languages, 24/7/365.

NYS Office for the Prevention of Domestic Violence

A complete listing of all domestic violence prevention resources and information.

New York State Domestic and Sexual Violence Hotline 1.800.942.6906

English and español/multi-language accessibility. Deaf or hard of hearing, call 711.

Safe Horizon

Safe Horizon is the largest non-profit victim services agency in the United States. This organization has helped more than 250,000 children, adults, and families affected by crime and abuse throughout New York City each year.

OTHER GOVERNMENT RESOURCES

NYC COVID-19 Resources Web Page

NYC's dedicated page to coronavirus resources. For more information on the City's response to COVID-19, please visit [NYC.gov/coronavirus](https://nyc.gov/coronavirus) or call 311 (212.639.9675 for Video Relay Service, or TTY: 212.504.4115). You can also text "COVID" to 692-692 for updates and information, or text "COVIDESP" to 692-692 for updates in Spanish.

The Centers for Disease Control and Prevention

The C.D.C. has published resources so employees may educate themselves on planning, preparing, and coping with stress before and during a COVID-19 outbreak.

The Substance Abuse and Mental Health Services Administration

This agency provides additional information and access to assistance for those coping with stress and anxiety related to COVID-19.

The CARES Act Student loan relief

The CARES Act includes major student loan relief, including no federal student loan payments, no interest on federal student loan payments, and the suspension of student loan debt collection. The temporary student loan relief will be active until Sept. 30, 2020. The CARES Act does not include private student loans, nor does it provide any student loan forgiveness.

Q & A

Think you won't be able to make rent? Don't panic. On Friday, Gov. Andrew Cuomo announced a moratorium on evictions of any residential or commercial tenants in New York for 90 days. New York officials had already suspended eviction proceedings indefinitely throughout the state amid the coronavirus outbreak, the state's chief administrative judge said in a memo. From March 16 eviction proceedings and pending orders were suspended statewide until further notice.

Think you won't be able to make utility payments? New York's major electric and gas utilities have agreed not to cut power or heat from customers unable to pay their bills during

the pandemic, at the state's request. National Grid, Con Edison, Central Hudson, Orange and Rockland, New York State Electric and Gas, Rochester Electric and Gas, PSEG Long Island and National Fuel Gas have agreed to the policy.

Think you won't be able to make your mortgage payments? New York has announced that if you're not working or working only part-time, financial institutions will offer a 90-day mortgage relief. This will not have a negative affect on your credit score, Gov. Cuomo said. Banks will not charge late fees, and they will postpone or suspend foreclosures.

Think you won't be able to pay your taxes on time? Don't panic. The IRS will move the national income tax filing day ahead to July 15, giving Americans an extra three months to file as they grapple with the coronavirus crisis. For details [click here](#).

Look into accessing your Roth IRA. If you've already been laid off and you don't have any money but have a Roth IRA you [can take out your contributions](#) you've made in prior years tax free, Sabatier says. If you have 401k you might be able to take a loan. Look for lowinterest products and avoid payday loans. For more specific advice on loans and accessing government assistance programs, [click here](#).

Think you may be about to default on payments? Contact creditors right away and consider sending temporary hardship letters. For more specific advice on how to do this, [click here](#).