

New York State Department of Labor Resources for Community Schools

CareerZone (www.careerzone.ny.gov) is an Internet-based career exploration and planning system for youth in grades 6-12. There are a number of helpful resources to help you integrate *CareerZone* into the classroom:

- **CareerZone Facilitator's Guide** - developed to help educators instruct youth on the use of The CareerZone System. The Guide is broken down into detailed descriptions of each feature within the system along with "Connecting CareerZone the Classroom" activities for each module. These briefly explained activities incorporate both intermediate and commencement level activities. The User Guide also comes with a "How to use this guide" page, table of contents, and detailed appendix loaded with career related information.
- **CareerZone Quick Guides** — Illustrates how to build a CareerZone portfolio and guides you through the use of the most popular features CareerZone has to offer.
 - *Overview of CareerZone*
 - *Career Assessments*
 - *Creating a Portfolio Account*
 - *Using Dollars and Sense (Budget tool)*
- **Pacing Guide**—This guide gives time estimates for incorporating the *CareerZone* portfolio modules and their connecting activities into your classroom.
- **Career Plan Crosswalk** — This crosswalk outlines which *CareerZone* Portfolio modules are included in the Career Plan and how these modules transfer to NYSED's Career Plan format. Available for Middle School and High School.
- **CareerZone Fact Sheet**—These one-page fact sheets can be ordered by the hundreds. The sheet summarizes what CareerZone can offer educators and counselors, as well as staff from community organizations, colleges and public libraries.
- **CareerZone can also help** educators, counselors and parents assist youth in recording their progress towards the **CDOS Commencement Credential**. Using *CareerZone's* "My Portfolio" feature, students can track their work and classes, as well as set personal goals. This information transfers into a required NYS Education Department Career Plan; this helps streamline the documentation process for students and instructors alike. For more information on the CDOS Commencement Credential, please visit the New York State Education Department's website at: <http://www.nysed.gov/>.
- **CareerZone's Online Lesson Plans**
<https://www.careerzone.ny.gov/views/careerzone/resources/lessonPlans.jsf>
Check out *CareerZone's* Online Lesson Plans. These lesson plans are aligned to Common Core and were made by teachers for implementing *CareerZone* and career-related activities in the classroom and youth programs.

More Ways to Access Career/Job Information

- **New York State Career Centers** (<http://labor.ny.gov/workforcenypartners/osview.asp>) provide one-on-one job search services to anyone 18 years old and older.
- **The Disability Employment Initiative (DEI)** (http://www.labor.ny.gov/workforcenypartners/dpn_dei.shtm) – The DEI is available in some of the NYSDOL Career Centers and establishes Disability Resource Coordinators (DRCs) in those Career Centers. The DRCs provide intensive services for job seekers at least 18 years old who identify as having a disability, including disability benefits advisement, access to funding for training and assistive technology, and connections to other community resources they need to meet their employment and asset development goals.
- **The Youth Portal** (www.labor.ny.gov/youth) serves as an easy way for youth to access the important information from the NYSDOL. It includes tools to help youth ages 14-24 with their job search, including tips for resume and interview preparation, what to wear to an interview and how to clean up social media. And other work-related information.
 - The Youth Portal has links to resources that are tailored to assist youth with disabilities:
 - **The 411 on Disability Disclosure: A Workbook for Youth with Disabilities** (<http://www.ncwd-youth.info/411-on-disability-disclosure>) – Created by the National Collaborative on Workforce and Disability.
- **The New York State Job Bank** – Youth can also search the New York State Job Bank at <http://newyork.us.jobs/> to search for jobs. Youth can upload their résumé so employers can view it through the Job Bank.
- The NYSDOL has **labor market analysts** in 10 locations across the state. These analysts provide data about wages, economic trends and labor availability in their region to employers, developers and others. They also provide occupational and career information to job seekers. Use this link: <http://www.labor.ny.gov/stats/lslma.shtm> to locate and contact the labor market analyst in your area.
- **Urban Youth Jobs Program** - (<http://www.labor.ny.gov/careerservices/youth-tax-credit.shtm>). This program provides tax incentives to qualified businesses that hire certified youth.
- **Work Opportunity Tax Credit (WOTC)**
<http://labor.ny.gov/businessservices/edsu/edsu%20wotc.shtm>
The Work Opportunity Tax Credit can provide a business with up to \$2,400 in tax credit for each eligible individual that is hired, including vocational rehabilitation referrals.
- **Workers with Disabilities Tax Credit**
<http://labor.ny.gov/businessservices/edsu/edsu%20wetc.shtm>
The Workers with Disabilities Tax Credit can be combined with the Work Opportunity Tax Credit to provide a business with up to an additional \$2,100 in tax credit for businesses that hire an eligible individual.

- **Developmental Disabilities Tax Credit**
<http://labor.ny.gov/businessservices/developmental-disability-tax-credit.shtm>
This newer tax credit can provide a business with up to \$5,000 in tax credit for each eligible individual that is hired.
- **Federal Bonding Program**
<http://labor.ny.gov/businessservices/services/fbp.shtm>
The Federal Bonding Program provides a business with up to \$25,000 in bonding insurance to protect the business if they hire an eligible individual, including youth who have participated in any year-round or summer youth program, individuals who lack a work history, and people with poor credit.
- **The Job Accommodation Network (JAN)** – This USDOL Office of Disability Employment Policy website has resources for businesses and job seekers, including a searchable accommodations database (<http://askjan.org>).
- **The Social Security Administration (SSA)** – The Social Security Administration has information on its site for students and young workers (<http://www.ssa.gov/people/youngpeople>).

For more information contact:
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