



Watervliet Housing Authority



February 2012

Charles V. Patricelli, Executive Director



• **Watervliet Housing Authority 273-4717**

• *or*
office@watervliethousing.org

• **Emergency Number 273-6085 (after hours)**

• **Watervliet Police Dept. 270-3833**

• **Watervliet Fire Dept. 273-6622 or 270-3826**

• **In Home Channel 273-4717**

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We have a Web site...

WatervlietHousing.org
Check us out, over 50,000 have!



Happy Valentine's Day!



Please note, the office will be closed:

February 13th for Lincoln's Birthday

February 20th for Washington Birthday Day



Carbon Monoxide Detectors

Carbon monoxide (CO) is a colorless, odorless, tasteless and toxic gas that results from the incomplete combustion of fossil fuels, such as gasoline, natural gas and oil. Dangerous amounts of CO can accumulate when fuel is not burned properly, or when rooms are poorly ventilated and the CO is unable to escape. Always be sure if you heat with gas that your CO detector is working!

**Attention
Hanratta Tenants
New Front door
policy
see page 13**



Be heart-healthy.

Make a date with your heart! February is American Heart month, and Valentine's Day is a great time to start taking steps to be heart-healthy.

- Prevent and control high blood pressure, high cholesterol, and diabetes.
- Avoid smoking and secondhand smoke.
- Limit alcohol use.
- Maintain a healthy weight.
- Be active.
- Eat healthy.

Announcements



2012



Smoke Detector Maintenance Policy

Your unit is equipped with one or more smoke detectors. You must ensure that the smoke detectors are operating at all times. Never disconnect a smoke detector for any reason.

The smoke detector has a red indicator light on its face. If your smoke detector is operating properly, this light will be lit. If the light is flashing and the smoke detector beeps every few seconds, the battery is low and needs replacement. If the light is not lit or flashing, the battery is dead or has been disconnected if it's electric.

If your smoke detector isn't operating and you need assistance dealing with it, notify the office immediately. If you fail to keep all smoke detectors in your unit operating at all times, you will receive one and only one warning. If you fail to comply with this rule a second time, we will have grounds to evict you.

Really? Is this what you want your area to look like? Pictures of cigarette butts on ground by rear patios at VRV.



Clean up after yourself or we will!



Attention Hanratta Tenants **Front Load washing machine.**

1. Load Clothes
2. Close Door
3. Add Detergent
- 4 Put money in slot

. This machine is on a timer and you only have a few minutes when you put the money in and shut the door.

Around the WHA...

Computer Cleaning



Keyboard: Disconnect the keyboard & turn it upside down. Shake it gently to dislodge crumbs. Use the brush attachment of your vacuum cleaner to push out bits lurking beneath keys.

Mouse: Dust and Grit can cause a mouse stick or move erratically. To clean, unscrew and remove plastic ring covering the ball and rollers. Clean with a cotton swab dipped in household vinegar, rotating the ball as you wipe. Dry completely with a soft cloth before replacing the plastic cover.

Screen: You can use a small amount of rubbing alcohol and water to wipe your screen clean

Emergency Numbers

The next time you call the emergency number, think if it's really important or if it can wait until tomorrow. Another note to remember; the same maintenance person is not on each night. Try not to call their home numbers, use the emergency number instead. 273-6085. Remember an emergency is a serious electrical hazard, water running that can't be stopped like a broken pipe not a dripping sink. If the drain is dripping put a pan under it or shut the valve. If your refrigerator or stove breaks down we call a service company to repair them, we cannot fix them on the weekend or at night. If your drains run slowly it may be the signs of a clog. Call us at the first sign, they usually don't get better.



Need Health Insurance? Are your children covered?

If you feel that you might qualify for health insurance call 462-7040 to find out more!!! If you presently don't have insurance call now!



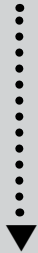
Hanratta Beauty Salon is Open for All Seniors

Call Denise at
884-0646
to make an appointment.



Attention all seniors with lobbies

There is a bucket in the front entrance of your hallway, please spread a little on the walkway when you are leaving your apt if you see that it is icy. If you see the pail is getting empty, please let us know. Please be safe and not sorry. In the event of a major snow storm, please stay in until we can clean the walks.



2012

Press Release on Energy Reduction



2012



Equal Housing Opportunity

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Over the past five years the Authority has aggressively sought to reduce energy consumption. We have attempted to do this to control costs and provide dependable heat and electricity for the comfort of our residents. Starting in 2006 we undertook our first energy performance contract with NYSERDA and in 2010 partnered with Siemens and Albany County Weatherization on a second performance contract and were successful in securing an ARRA grant to allow us to install an energy management system at Quinn and solar panels at Hanratta. Under the energy performance contracts many measures were taken including installation of new boilers and hot water heaters, high efficiency lighting, insulation, and weather-stripping. To date we have seen a significant reduction in gas consumption because of our efforts. Below is a chart which shows the past four years history of gas consumption at all our sites:

Year	CCF	Decrease
2008	114226	
2009	105062	-8%
2010	97587	-7%
2011	85120	-13%

We have achieved approximately a 28% reduction in gas consumption over this time period, showing that our efforts are having a tremendous impact in lowering usage and therefore utility charges.

On the electric front over the past four years we have seen a reduction of 4 % as shown in the table below.

Year	KWH	Decrease
2008	505665	
2009	501727	-1%
2010	468206	-7%
2011	483949	3%

While we are doing our part to reduce energy consumption and costs each of you

can assist in this effort. By keeping your storm windows closed during the winter months, by lowering your thermostat rather than opening a window, by turning off lights and other electrical devices when not in use, all these little things add up and can save you and the Authority significant dollars down the road. We are proud of our efforts to improve our properties and with your assistance and cooperation we will continue to strive to do so.

Day Heating

We are in the process of designing our very own energy management system. Our focus is to control over heating. Please notify the office if your apartment is being over-heated. **DO NOT JUST OPEN YOUR WINDOWS.** We need your help to reduce our energy costs.

What
do
you
think?



We want to know?

If you have an email address with us and you had a work order completed you will now receive an email from us asking how we did in taking the work order at the office to final completion.

We know we can't satisfy everyone but we try very hard to do the best we can and if there are good suggestions them we will go that route.

So if you get an email please take the few minutes to fill it out and then simply hit "Submit"

Top Five Financial Tips for 2012

First Niagara Bank, which has 19 branches in the Capital Region and one at 1601 Broadway in Watervliet, offers the top five ways for you to get on track with your personal finances in the coming year:

(1) Set a budget and stick to it.

If you haven't done it already, make a list of all your spending for an entire month, and then review it for ways that you can curb expenses for the rest of 2009. You'd be surprised at how much that daily boutique cup of coffee adds to the expense sheet.

(2) Eliminate debt.

Remember debt is a four-letter word. Bring it under control or eliminate it all together.

Pay down on credit cards, home equity loans or lines of credit. This will free up your money for a variety of good things – like more financial security.

(3) Create a Rainy Day Fund.

Life is full of uncertainty and surprises – an unexpected illness, a job loss or even the arrival of a new baby in the family. The rule of thumb is to have at least three to six months of living expenses socked away for when the unexpected occurs.

(4) Save, Save, Save.

If recent economic difficulties weren't reminder enough, this is a perfect time to evaluate your investment goals and objectives and begin to save, if you haven't already. You could be saving for a house, college education or retirement – or for all three!

(5) Invest in Yourself.

When it comes to personal finance, you also need to protect your livelihood – your largest source of income. Stay ahead of the curve, and any potential job elimination, by continually investing in more education and training that will prepare you for advanced employment opportunities and career changes if needed.



First Niagara



2012



Windows

We all know that the windows in your apartment are heavy and it's sometimes difficult to push the top window up. If you are having problems let us know. We can give you a dowel stick to put under the window so it will keep the window up. If the window is open even slightly, it will allow the cold air in, making you cold and wasting very expensive heat.



If it snows, make sure you move your car!



This is what it looks like when a car does not move when we plow the lots.



2012

Attention Section 8 Tenants & Landlords

It's a good idea to perform your own pre-HQS Inspection



To save both your time and ours, it is a good idea to check your apartment to see all the basics are in order. What are they? What do we need to see? Here are a few of them:



- 1) Handrails solid and safe.
- 2) No chipped or peeling paint.
- 3) Front and back doors have good locks.
- 4) Smoke detector in living room and one detector in EVERY bedroom. The major offense is that the tenant took them down or it is missing a battery. We can't pass the apartment if it's not on the wall or ceiling and in working order.
- 5) Working light switches and outlets.
- 6) Working fan or window in bathroom.
- 7) No broken, missing or cracked glass in any window.
- 8) Working locks on all windows.
- 9) No sign of rodent infestation.
- 10) Working stove and refrigerator.
- 11) Missing floor tile.



We also monitor police calls to your apartment. If there are continuous calls or calls of drug activity the tenant can be terminated and your apartment may be barred from the program. Don't jeopardize your assistance, we want Watervliet to be a great place to live!

Also, it is a violation if you accept rent other than what is agreed to on the contract and if there are other residents living in the apartment other than those listed on the lease. It is fraud if you know and permit this without reporting it to our office. Contact us at dleibach@watervliethousing.org for questions or problems.



Special Accommodations...

We are required by law to take reasonable steps to make this site as accessible for disabled residents as for non-disabled residents. If any member of your household is disabled or becomes disabled and needs some accommodation or modification of the apartment or its policies, please bring it to our attention. You must also inform us if your household may have difficulty or at any time is having difficulty meeting its obligations under the lease or house rules because of a member's disability. We want to make sure that disabled residents are treated fairly and have the same positive experience as non-disabled residents, and we need your help in meeting this goal. Most accommodations are easy to make, like a smoke detector with a louder pitch and a strobe light.

Around the WHA...



If you are paying your own heat, you are eligible for HEAP assistance. If you receive food stamps or SSI, you can apply for HEAP assistance. Call the Cohoes Co-Cap office at 237-9201 for more information.



Thank You

To the Watervliet Library and the VFW for donating mittens, gloves and hats to the children of the Watervliet Housing Authority. If your child needs any of these stop by the office!



2012



PC For Kids

What are you waiting for?

If your son or daughter is attending school or college and doesn't have a home computer, give the office a call. We are getting donations of older but usable computer parts and then reassemble them into computers for children in the housing authority that need them. It is on a first come first serve basis with the older children receiving priority. Each child will also work with a computer specialist and assemble their own computer. Don't wait, call us now.

Important Info...



2012

Hilton/Hanratta Tenants



As a reminder, the light over the door inside your apartment is

for the generator emergency lighting. When the generator runs every Friday around 3 PM this light should go on for an hour, if it doesn't call the office. In the event of a power failure this is your only light in your apartment. **DO NOT USE CANDLES!**

Painting of Apartments

It costs the WHA approximately \$400 for labor and materials to paint an apartment. It is worth it to keep your apartments looking nice. Please try to use care when moving furniture. Remember to wipe off fingerprints and crayon marks; it all helps to keep the apartments nice.

Keep Windows Locked

Many windows and doors have been found to be unlocked. Your windows should always be locked for security reasons and to prevent drafts. Call us if you need help.

Garbage

Garbage should be in cans and placed out the night before pickup. If a mess is found you are expected to clean it up. If the authority must take it away you will have to pay the disposal charge.



Showers

After taking a shower please check the outside of the tub for water. It's the



usual cause of water damage. Please make your family more aware of it and pull the curtain tight and wipe up

any water immediately. You will be responsible for damaged floors.

Safety Points for Rinnai Heaters



- * Do not allow anyone to poke articles through the vents.
- * Do not allow young children or an infant to sleep directly in front of the heater.
- * Do not spray aerosols while the heater is operating. Most aerosols contain butane gas, and can be a fire hazard if used near this heater when in use.
- * This appliance must not be used for any purpose other than heating.
- * Save money on your gas bill, clean your filter monthly.



Around the WHA...



Kitchen Tips

- For cleaning sinks, use mild soap powder detergents. **DO NOT** use bleach or abrasive scouring powder.
- To avoid stoppages, never empty grease, coffee grounds, potting soil from flowerpots or other refuse into your sink. If your sink does get stopped-up, don't try to fix it yourself. Notify the office. Never use commercial lye or other drain cleaners to clear-up stopped sinks. Most of the time, they only worsen the problem.
- Keep the burners on your stove clear and properly adjusted. Burners should light automatically when you turn the knob. A blue flame means more heat and will not blacken pots and pans. Necessary adjustments will be made without charge. Just put in the request for the service at the office. Also, please wipe the stove top clean after each use to prevent grease buildup and avoid grease fires.
- For routine care of wood cabinets, wipe with a soft, dry cloth. For soiled cabinets, wipe with a damp cloth and polish dry with a clean, soft cloth. In case of heavy soil and for occasional cleaning, use a wood cleaner preservative. Polish with a soft, dry cloth.
- For routine care of laminated plastic counter tops, wipe with a cloth dipped into mild dishwasher detergent and water. For stubborn stains, you may apply a small amount of mild powder cleanser with a damp cloth. Rinse several times and wipe dry with a clean, soft cloth.

Fall Prevention



The visiting nurses of Albany are continuing their very helpful Fall Prevention program. Are you prone to falls? Perhaps you could benefit from their services. The Visiting Nurses will come to your home and do an evaluation on home safety. There needs to be an order from your physician to do a fall prevention check. They will make recommendations for assertive devices to prevent injury, such as padded pants. For more information you can call 489-1430.

Rugs and Vinyl Floor Tile



Rugs cannot be glued or nailed. You are permitted to use carpet tape. This also applies to your kitchen floor. You are not allowed to install any vinyl floor tile.

Syringe Disposal

When disposing of medical waste or syringes please be safe by placing them in a laundry detergent container.

When the container is full be sure to put a LID on the container before placing it in the garbage or the trash compactor. Thank you for your cooperation and consideration of our men's safety.



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For your information..



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Housing Tenants

How Rent Is Determined

The rent you pay is either 30% of your gross income (after allowable deductions) or a flat or ceiling rent, whichever is less (see exclusions below). Residents can choose to pay the flat or ceiling rent even if it is higher than the income based rent. Your family's income determines your individual rent. This is why another family, perhaps, a family of your size living in an apartment of your size pays a different amount of rent each month.

Exclusion to the 30% rent rule are: casual or sporadic income; reimbursement for the cost of medical expenses; lump sum addition to assets; hazardous duty pay in the armed forces; servicemen's lump sum death benefits; temporary resident's income; foster care income; live-in aide's income; Title V employment; full-time students; veteran's benefits – for tuition, books, etc.; Earned income for children under 18 years old; food stamps; income from reparations to Native Americans; and Holocaust survivor benefits.

Eviction /Termination of Tenancy



Though the most common form of eviction is for failure to pay rent, a tenancy may also be terminated when a resident or a member of a resident's family engages in prohibited

conduct. Such conduct includes: willful misrepresentation of any material fact relating to eligibility for admission, continued occupancy, or the amount of rent to be paid; breach of rules and regulations; failure to provide satisfactory verification of family income; the transfer of possession of an apartment for use by a person or persons other than the tenant of record; chronic rent delinquency; poor housekeeping; and non-desirability.

Non-desirability is defined as conduct or behavior which presents a danger to the health and safety of neighbors or WHA employees; behavior which damages WHA property, or poses the threat of damage; behavior which is considered to endanger the peaceful occupation of other residents; sexual or moral offenses; or common law nuisances.

Residents and their families can also be evicted for drug activity on or off of WHA grounds, for illegal drug trade or activity on WHA premises. Residents are responsible for the conduct of all visitors, family members and guests to their apartments. Loitering and consumption of alcoholic beverages in public spaces is prohibited.

It is important to keep in mind that the U.S. Department of Housing and Urban Development (HUD) may perform an annual verification of this information through its Income Verification Program. Residents income data reported to the Housing Authority may be matched against records kept by the Internal Revenue Service and the Social Security Administration. If a discrepancy is detected the resident will be notified by letter, and then asked to contact the Office.

Sometimes, obviously, changes in family composition will mean that your rent will be reduced. Sometimes, they will mean the reverse. Either way, changes must be reported. **That's the law.**

Important safety information



At our recent staff meeting we discussed on how we can notify the Fire Depts on what tenants may need assistance in the event of an emergency. In our software program we have a check box to indicate if any tenant needs assistance such as a wheelchair or oxygen;

We ask the staff to report any tenant and record this information in the tenant profile so the list is up to date.

The next step is to get this information to the Fire Department so they the list. But we need your family, neighbors or friends to also notify us when your conditions change and you may need assistance. This report will be sent on a monthly basis to the FD's and they and along with some key housing personnel will have this list available. If anyone would need more information let us know. This information is very important in the event of an emergency or an evacuation.

Also, please be aware that we still use the emergency medical cards in our senior apartment units. We want all staff to be sure they are updated and kept in the card holders. If a tenant needs a new card, please let us know. This card can be taken with the tenant to the hospital with their medical history on the card.

Are you a graduating Senior?

If so, you should contact the housing authority to see if you can apply for some scholarships. We belong to a few organizations that gives a scholarship to housing residents. NOT graduating this year? Well think about it for next year. A thousand dollars or two really can help.



2012

Important Information...



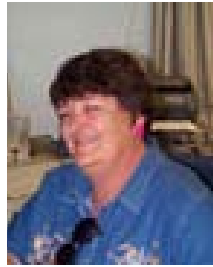
2012



Tenant Commissioner Elections

Every two years tenants of the Watervliet Housing Authority vote for two of the seven board members. The City Council of Watervliet appoints the other five.

Elections for Tenant Commissioners will be held on June 11th. A list of eligible tenants will be posted on the bulletin board at the office. Errors appearing on the list must be made known to the office not less than 60 days prior



to the election. Nominating petitions for tenant members will be accepted at the office no earlier than March 3rd and must be received by April 7th. Nominating petition forms can only be obtained at the office.



Roberta Gilson of the Day apartments and Regina Warner of the Quinn apartments are the current tenant commissioners. If you have any questions, please contact Matt or Mary Clinton for more information.

Attention All Tenants



Can you get out of your apartment without assistance in the event of a fire? If not, please make sure that the office has this information so that the records we share with the fire department are accurate and up to date.

Please alert the office whenever there is a change in your circumstances.

Attention ALL

Hanratta Tenants!

Tailgating! What is it?



Do you let people into the building without knowing who they are? Do people follow you into the building and you don't know who they are or what they are doing in the building? That is Tailgating!

People sneak into the building without being even buzzed in or they will press your doorbell and you again let them in. This could be very dangerous and you risk the safety of others.

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Very Important information

Attention Hanratta Tenants

Recently at the Odgen Mills, someone was let into the building. That person entered the building and killed one person and seriously hurt another just because he needed the money. We don't want that to happen here! Very soon you no longer will be able to let someone enter



the building using the intercom buzzer between 9pm till 6am. During those hours you will need to come downstairs and let the person in yourself. Why? This will stop unwanted

guests entering the building and roaming the hallways. Never let anyone in unless you are absolutely sure you know them. We discussed this at our security meeting last month and we want everyone to be safe. If you have any questions, please let us know.

Snow Policy

For your safety and convenience, following a snow storm all cars should be removed from the parking lots. Tell your neighbors to move their cars — it will make it easier for you and us. We will TRY and post on channel WVLT 17 when we are going to plow the lots. This hopefully will give you some additional warning. Don't forget to shovel your walks and porches or you will be charged \$5.



Health Tip- When brewed up as a tea, peppermint is a well-known naturopathic remedy for upset stomach, or indigestion. This minty herb also offers relief for other gastrointestinal issues, including irritable bowel syndrome, whose systems include bloating, abdominal pain cramping etc. A study was done, it showed peppermint oil capsules were found to cut IBS symptoms by more than half for 75 percent of the study's participant.

SMART STATS

There are more than 200 number of viruses that cause the common cold. You should vigorously wash your hands for 20 seconds. A cold typically lasts 7-10 days.



There will be a Blood Pressure Clinic held for Seniors at Hanratta Apartments Thursday, February 9, from 11am,-1pm.

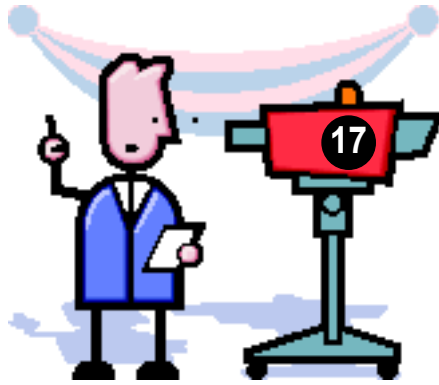


2012





2012



Video Club

Are you interested in videography?

Would you like to learn how to shoot, edit, and produce videos? Contact us for more information.



WVLT 17 interviewed Assemblyman Ron Canestari

Are you attending school? If you are a tenant of the Watervliet Housing and attending college and need a laptop, we maybe able to help. Contact either Matt or Charles and see if you are eligible.



Bed Bugs?

Know the facts!

We have prepared a handbook that is on our website or just stop in and we'll give you a copy of what to do if you have bed bugs. Do Not be embarrassed, please contact our office as soon as you find evidence or suspicion you have bed bugs. We are here to help. The longer you wait the harder it is to get rid of them.



FREE Ice Melt

The Watervliet Housing does its best to keep the safest sidewalks possible when there is snow or ice. But there are times when ice forms when we're not around or re-freezes.

You can now pick up a bag of ice melt to keep handy in your apartment. We have some bags at the maintenance garage and the office. You can always store the ice melt in a small coffee can with a lid, that way it is easier to handle and store.



Your Career... Your Choice!

Newest ACAP's Program Lets You Choose from 6 Targeted Career Pathways

Albany Community Action Partnership (ACAP) gives you the path. You chose the destination!

Are you looking for a career where you can grow and advance? Have you ever wanted to get into the medical field? Or how about construction or weatherization work? ACAP's newest program, Career Pathways, can offer you free training and credentialing in these and other growing Capital Region career tracks. Below are some Q&A regarding this exciting new opportunity:

What is the Career Pathways Program?

It is a FREE, income-qualifying program of connected education and training programs and support services that enable you to secure entry level employment within a specific industry and to advance over time in that industry. Each step on a Career Pathway is designed explicitly to prepare you for the next level of employment and/or education. The six designated Career Pathways are growing Capital Region industries, and offer real opportunities for advancement. The purpose is to create both avenues of advancement for current workers and job-seekers and to supply qualified workers to local employers. It's a win-win situation for everyone involved!

What are the six (6) targeted Career Paths offered in ACAP's Career Pathways program?

- Healthcare
- Weatherization and Construction
- Child Care & Early Childhood Education
- Food Service and Hospitality
- Building Maintenance and Floor Care
- Computers and Technology

Who is eligible?

If you are 18 and older and meet the income guidelines, you can participate. You can



contact an ACAP representative to discuss your specific situation at **518-463-3175**, otherwise your eligibility questions will be answered at one of our mandatory orientations held every 1st and 3rd Monday of the month at 10 am at ACAP's Outreach Center, 333

Sheridan Avenue, Albany.

How long is the program?

You can expect 6-8 weeks of training using a combination of classroom and hands-on experience in real work situations. Once you've achieved your certificate, we will help you find a job in your career of choice. We also offer help with resume writing, answering interview questions, and dressing for a successful interview. Once you land a job, your ACAP Employment Specialist will continue to provide you with support during your first year of work. This support could include: helping you plan your steps to a promotion, helping you improve your financial management skills and helping you better balance your work/home life. We also offer additional career specific training that will fit with your work schedule.

How do I get started?

Schedule (**518-463-3175**) or drop in on one of our orientation sessions held every 1st and 3rd Monday of the month at **10 am at ACAP's Outreach Center, 333 Sheridan Avenue, Albany** and make the first step to achieving a fulfilling career. If after the orientation you decide that this is the program for you, simply schedule an appointment with one of our Employment Specialists to complete a career assessment and begin preparing for your future! ACAP staff may also be able to assist you with your child care, transportation, and/or additional education needs while in the program. You may also visit ACAP's Cohoes Outreach Office at 20 White Street, Cohoes for assistance and information. For more details, go to our website at www.albanycap.org.



2012

WVLT Interviews

Ron Canestari

We are very proud of the youth involved in WVLT Channel 17. In addition to the WHS basketball games and other functions, Patrick, Nate, and Justin recently interviewed Assemblyman Ron Canestari. Please keep an eye on Channel 17 for the video.



Social Networking Etiquette for Job Seekers

Everyone knows that “networking” is one of the most effective ways to secure a job. And with various options available, social media is becoming an important component in building a professional network.

As with any endeavor in the job search or networking, using social media tools for business requires that you always maintain appropriate etiquette. Whether using professional sites like LinkedIn, to others such as Twitter and Facebook, following these guidelines will ensure you present the most appropriate face to those in your professional network.



Keep your profiles updated and professional. Each social media platform has its own type of personal bio area. These should be updated, and where possible, outline professional skills and goals clearly and succinctly. Along these same lines, your ‘brand’ is reflected by everything you say about yourself online and keeping things as professional as possible helps. While bios such as Facebook reflect a more personal nature, recognize that nothing you say online is private. Always err on the side of caution when you consider posting anything about yourself online, and recognize that everything you say about yourself can be accessed by anyone offline.

Be careful of who you invite into your network. Before you invite someone into your social network – business or otherwise, it’s best to carefully review his/her profile. Read bios from invites from LinkedIn. Be selective on who you choose to “friend” on Facebook. If someone is looking to follow you on Twitter, be cognizant of who he/she before you add him/her to your network.

Connect with companies and organizations. Joining groups that are affiliated with your career goals is a great way to connect and build professional networks. Also inviting individuals you may be interested in connecting with in future will help. With any business communiqué, keep your invites as professional and clear as possible. Online communications sometimes results in people being less than formal in their outreach. Do not fall into this trap. Keep all correspondence as professional as possible.

Be proactive. If you are seeking a new challenge or career move, this is a good place to outline those goals. Be careful how much you state here; however, because current employers also have access to this information.

Protect your privacy. Never share your passwords, leave your computer unattended or make it easy for someone to access your account. Make sure your privacy settings are set-up accordingly for each network you frequent.

If you are currently searching for employment and/or would like some advanced training in a high-demand sector in the region, ACAP’s Career Services Department is here to help. In addition to our trainings, placement, and retention services, we also offer employment readiness workshops, career planning, resume assistance, transportation assistance, etc.

For additional information on ACAP’s Career Services offerings, please contact:

ACAP Career Services
333 Sheridan Avenue, Albany, NY 12206
Tel: 518.463.3175

www.albanycap.org info@albanycap.org

NOTE: Orientations are held every Monday at 10am at 333 Sheridan Avenue, Albany. Please call for an appointment.

Free Income Tax Preparation

VITA Volunteer Income Tax Assistance

January 23rd- APRIL 6th Only

Stop paying hundreds to have your taxes done!

If your household earned **less than \$50,000** in 2011, you can have your Federal and State income tax return filed for FREE. Our **IRS Certified VITA/TCE Volunteer Preparer** will help you complete your income tax return according to the current taxation laws. The VITA program also offers FREE electronic filing of your completed tax return. All services are provided with the strictest confidentiality & accuracy of information.

What to bring:

- Proof identification - License or DMV Non-Drivers ID
- Social Security cards for you, your spouse and dependents and/or a Social Security number verification letter issued by the Social Security Administration
- Birth dates for you, your spouse and dependents on the tax return
- Wage and earning statements, Form W-2, W2G, 1099-R, from all employers
- Interest and dividend statements from banks (Forms 1099)
- A copy of last year's federal and state returns if available
- Bank routing numbers and account numbers for direct deposit
- Total paid for day care provider(s) and the day care provider(s)'s tax ID number (either social security number or EIN number)
- To file taxes electronically on a married filing joint tax return, both spouses must be present to sign the required forms.

Please call and speak with an ACAP VITA representative for more information on income eligibility & required documentation.

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333 Sheridan Avenue
Albany, NY 12206
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Fax 518-689-2233

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Establishing Risk Management As an Operational Priority

“WHEREAS, the safety and well-being of the residents and employees of the Watervliet Housing Authority is of the utmost importance. And, proper procedures must be established in order to ensure that the highest level of safety is provided for all”, and

“WHEREAS, it is the intention of the Watervliet Housing Authority to abide by all applicable laws and regulations which govern the health and safety of the tenants, visitors and property”, and



“WHEREAS, Risk Management methods will be employed where feasible to prevent can control loss which may threaten the health and well-being of those the authority serves, and that Risk Management methods will be the responsibility of all levels of the Authority”, and

WHEREAS, the Housing Authority shall make all efforts feasible to ensure that the optimal level of safety is provided for all,”

“RESOLVED that the Watervliet Housing Authority Board of Commissioners does hereby approve of the adoption of this Risk Management Safety Committee.”

“LET IT FURTHER BE RESOLVED, That though the administration of this adopted Risk Management Policy and the cooperation and support of those involved, the Watervliet Housing Authority will make risk control a priority”.

RESOLUTION #1961 ESTABLISHING RISK MANAGEMENT AS AN OPERATIONAL PRIORITY

WHEREAS, the Commissioners of the Board of the Housing Authority of the City of Watervliet, New York (WHA) are responsible for developing safety and security policy; and,

WHEREAS, it is the intention of the WHA to abide by applicable laws and regulations which govern the health and safety of residents, employees, visitors, and property; and

WHEREAS, risk control is the responsibility of all managers and employees and is desired to ensure that the optimal level of safety is provided

THEREFORE, BE IT RESOLVED THAT the board of Commissioners of the Housing Authority of the City of Watervliet, New York hereby direct that the Housing Authority continue to implement its risk management program and maintain it as an continuing operational priority.





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Fire Safety Hanratta

Fireman will check all apartments in the event of an emergency. If one of your neighbors is wheelchair bound or can not leave the unit, let the fireman know what unit the person is in or what staircase they are waiting at. Call the office if you or someone is wheelchair bound or may need assistance so we can let the fire department know.

Do not panic, take fire alarms seriously but be assured that you live in a safe building and that the city has a great fire department.

Emergency Notification Call System

The Watervliet Housing Authority was the first area agency to start a new system to help notify our tenants of emergencies, snow removal, or important messages that we feel you need to know quickly and as efficiently as possible. If we have your up-to-date phone number you will be called as long as there is an available person in the WHA to make the notification. This is a courtesy call, not a guarantee. Please call the office for any changes in telephone numbers, license plates or emergency contacts so you will be included in our system.

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**Watervliet
Housing
Authority**

Charles V. Patricelli, Director

February 2012