

Agricultural and Food Processing Clearance Order
Pedido de Empleados para Agricultura y Procesamiento de Alimentos

U.S. Department of Labor
Employment and Training Administration



O.M.B. Approval No. 1205-0134, Expires 08/31/2009

<p>1. Employer's Name and Address (Number, Street, City, State, Zip Code, and telephone number) Nombre y Dirección del Empleador (Número, calle, ciudad, código postal y teléfono) TOWER FAMILY LLP 1709 YOUNGSTOWN ROAD YOUNGSTOWN NY 14174 Personnel Manager: DAVID TOWER (716) 791-4765</p>	<p>Industry Code / Código de Industria <u>111331</u> Job Order # / No. Orden de Empleo <u>N.Y.0932038</u> Occupational Title and Code / Título Ocupacional y Código Farmworker & Laborers, Crops 45-2092.02 Clearance Order Issue Date / Fecha de Tramite: FEB 22 2010 Job Order Expiration Date / Fecha de expiración: 4/29/2010</p>																				
<p>2. Location and Direction to Work Site / Dirección del lugar de trabajo Same as above, one mile west of intersection of Porter Center Road, on the south side (see attachment / para más detalles vea <u>N/A</u>)</p>	<p>6 Anticipated Period of Employment / Periodo Anticipado de Empleo From/ Desde: <u>03/29/2010</u> To/Hasta: <u>11/30/2010</u></p>																				
<p>3. Location and Description of Housing / Dirección y Descripción de la Vivienda 1709 Youngstown Road, Youngstown, NY 14174; three fourths mile west of Porter Center Road intersection, on north side of road adjacent to main house. (see attachment / para más detalles vea <u>5</u>)</p>	<p>7 No. of Worker's Requested / No. de Trabajadores Pedidos: <u>6</u> 8. Anticipated Hours of Work per Week / Horas Anticipadas de Trabajo por Semena <table border="1"> <tr> <td>Sunday / Domingo</td> <td>0</td> <td>Wednesday / Miercoles</td> <td>8</td> </tr> <tr> <td>Monday / Lunes</td> <td>8</td> <td>Thursday / Jueves</td> <td>8</td> </tr> <tr> <td>Tuesday / Martes</td> <td>8</td> <td>Friday / Viernes</td> <td>8</td> </tr> <tr> <td></td> <td></td> <td>Saturday / Sabado</td> <td>0</td> </tr> <tr> <td colspan="2">Total:</td> <td colspan="2">40</td> </tr> </table> <p>9 Collect Calls Accepted/Se Aceptan Llamadas a Cobrar: Employer / El Empleador Yes <input checked="" type="checkbox"/> See Attachment #2 Local Office/Oficina Local Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> </p>	Sunday / Domingo	0	Wednesday / Miercoles	8	Monday / Lunes	8	Thursday / Jueves	8	Tuesday / Martes	8	Friday / Viernes	8			Saturday / Sabado	0	Total:		40	
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Tuesday / Martes	8	Friday / Viernes	8																		
		Saturday / Sabado	0																		
Total:		40																			
<p>4. Board Arrangements / Arreglo de Alojamiento Workers must buy and prepare own food. (a) Employer will not provide three meals a day and will deduct \$ <u>N/A</u> PER DAY. (Deductions will not depress the minimum wage.) (b) Employer will furnish free dishes, cooking utensils and convenient kitchen and cooking facilities. (c) Employer will provide transportation to assure workers access to stores where they can purchase groceries and/or other incidentals. (see attachment / para más detalles vea <u>1</u>)</p>																					
<p>5. Referral Instructions / Instrucciones para el Referimiento de Candidatos The applicant can contact any NY State DOL Local Office for disclosure of full contents of this Job Order. (see attachment / para más detalles vea <u>1 & 6</u>)</p>																					
<p>10 Job Specifications / Descripción del Trabajo [Summary of Material Job Specifications in ENGLISH must be included inside this box] The primary crop activity on this farm is the hand harvest of <u>APPLES & VEGETABLES</u>. Harvesting of fruit & other job duties, if required, are shown on Attachment #2 & 3. Workers must be physically able to pick tree fruit, most of which is done from ladders with lower branches picked from the ground. Picked fruit is placed in metal-framed, canvas-covered picking bucket with canvas straps that slip over the head and rest on the shoulders. The bucket, when filled, weighs up to 40 pounds and is emptied into bulk bins with capacity equal to twenty (20) bushels. Workers are required to handle ladders up to 24 feet long and weighing about two pounds per foot. In apple harvest work, workers may be instructed to selectively pick mature fruit according to size, color, and other USDA grade standard factors. Requires heavy lifting. (see attachment / para más detalles vea <u>N/A</u>)</p>																					
<p>10 a. Descripción del Trabajo / Job Specifications [Summary of Material Job Specifications in SPANISH must be included inside this box] La actividad primaria de la cosecha es la cosecha a mano de <u>MANZANAS Y VERDURAS</u>. La cosecha de la fruta, y si se requiere otras obligaciones de trabajo, pueden ser vistas en los adjuntos 2 y 3. Los trabajadores deben de estar físicamente hábiles para cosechar fruta del arbol, lo cual se hace mayormente usando escaleras y la cosecha con ramas más bajas se hace desde el suelo. La fruta cosechada es puesta en un cesto de cosecha con marco de metal y cubierto de lona, tiene tirantes de lona que se deslizan sobre la cabeza y descansan sobre los hombros. El cesto cuando ya está lleno pesa hasta 40 libras (20 kgs. aproximadamente) y se vacia en cajas recolectoras con una capacidad de (20) cestos. Se requiere que los trabajadores muevan escaleras teniendo de longitud hasta 24 pies de largo (6 mts aproximadamente) y con un peso de 2 libras por pie cuadrado (1 kg por 30 centímetros cuadrados, aproximadamente). En el trabajo de la cosecha de la manzana, puede que se le instruya al trabajador que coseche manzanas selectivamente de acuerdo con la madurez, tamaño y color y otros factores reglamentarios estipulados por la Secretaría de Agricultura de los Estados Unidos. Se requiere levantar peso pesado. (see attachment / para más detalles vea <u>N/A</u>)</p>																					

C-10033-22754

11. Wage Rates, Special Pay Information and Deductions / Tarifa de Pago, Información Sobre Pagos Especiales y Deducciones (Rebajas)								
Crop Activities / Cultivos	Hourly Wage Salario por Hora	Piece Rate / Unit(s) Pago por Pieza / Unidad(es)		Special Pay (bonus, etc.) Pagos Especiales (Bono, ect.)	Deductions / Deducciones	YES SI	NO	Pay Period Periodo de Pago
Apples, Fresh, SD	\$ 8.74	\$ 0.75	1 bu	NONE	Social	X		Weekly / Semanal
Apples, Processing	\$ 8.74	\$ 0.60	1/8 bu	NONE	Federal Tax	X		X
Apples, Juice	\$ 8.74	\$ 0.50	1 bu	NONE	Impuestos Federales			
Pears, Lg	\$ 8.74	\$ 0.95	1 bu	NONE	State Tax Impuestos Estatales	X		Bi-weekly / cada 2 sem.
Cherries, SW	\$ 8.74	\$ 10.00	per 3/4 bu	NONE	Meals (comidas)		X	
Vegetables	\$ 8.74	\$ N/A		NONE	Other (specify)/ Otro		X	Other / Otro No
General Work	\$ 8.74	\$ N/A		NONE				

More Details About the Pay/Más Detalles Sobre el Pago-SEE ATTACHMENT #2 & 3
(see attachment / para más detalles vea 2,3)

12. Transportation Arrangements / Arreglos de Transportación (Please explain)-SEE ATTACHMENT #3
(see attachment / para más detalles vea 3)

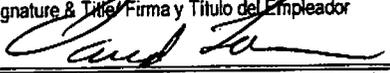
13. Is it the prevailing practice to use Farm Labor Contractors (FLC) to recruit, supervise, transport, house, or pay workers for this (these) crop activity(ies)? Es la costumbre en el area de usar Contratistas Agricolas para reclutar, supervisar, transportar, dar vivienda, ó pagarte a los trabajadores en este/estos tipo(s) de cosecha(s)/sembrado(s)? Yes/Si No X
If you have checked yes, what is the FLC wage for each activity?/Si contesto "Si," cual es el salario que le paga al Contratista Agrícola para cada actividad?

14. Unemployment Insurance provided / Seguro por Desempleo: Yes X ATT #1
15. Workers' compensation insurance provided / Indemnización por accidente de trabajo: Yes X ATT #1
16. Are tools provided at no charge to the workers? / ¿Se le proveen las herramientas de trabajo a los trabajadores sin cargo alguno? Yes X ATT #3

17. List any arrangements which have been made with establishment owners or agents for the payment of a commission or other benefits for sales made to workers. (If there are no such arrangements, enter "None")/Indique todo acuerdo o convenio con los propietarios del establecimiento o sus representantes con respecto al pago de una comisión u otros beneficios por ventas hechas a los trabajadores. (Si no hay ningún acuerdo o convenio, indique "Ninguno") NONE

18. List any strike, work stoppage, slowdown, or interruption of operation by the employees at the place where the workers will be employed. (If there are no such incidents, enter "None")/ Enumere todo huelga, paro o interrupción de las operaciones por parte de los empleados en el lugar de empleo. (Si no hay, indique "Ninguno") NONE

19. Address of Order Holding Office (include Telephone number)/Dirección de la Oficina donde se Radicó la Oferta (incluya número de teléfono)
New York State Department of Labor
One Stop Office nearest to you
20
direct dial telephone number) / Nombre de telefono
New York State Department of Labor
One Stop Office nearest to you

21. Employer's Certification: This job order describes the actual terms and conditions of the employment being offered by me and contains all the material terms and conditions of the job.
Certificación del Empleador: Esta orden de trabajo describe los términos y condiciones de trabajo y contiene todos los materiales, terminus, y condiciones ofrecidos.
Employer's Signature & Title/Firma y Título del Empleador
Signature:  Title: Partner/Personnel Manager

READ CAREFULLY: In view of the statutorily established function of the Employment Service as a no-fee labor exchange, that is, as a forum for bringing together employers and job seekers, neither the ETA nor the State agencies are guarantors of the accuracy or truth-fullness of information contained on job orders submitted by employers. Nor does any job order accepted or recruited upon by the One-Stop Career Center constitute a contractual job offer to which the One-Stop Career Center, ETA or a State agency is in any way a party.
LEASE CUIDADOSAMENTE: En vista de su función básica establecida estatutariamente el Servicio de Empleo es un intercambio gratis de trabajo para juntar a los empleadores y trabajadores que buscan empleo, ni ETA ni las agencias del estado pueden garantizar la verdad y certeza de la información contenida en la Orden de Trabajo sometida por el Empleador. Tampoco, ninguna orden de trabajo aceptada o reclutada por el Servicio de Empleos constituye una oferta contractual de la cual ETA ni la agencia del Estado son parte

Public reporting burden for the ETA Form 790 is estimated to be approximately 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection. Respondents obligation to reply to these requirements are mandatory by 20 CFR 653.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing the burden can be sent to the U.S. Department of Labor, Office of Workforce Investment, Room S-4321, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0134).

GENERAL: (a) The terms and conditions of this Job Order shall be no less favorable than those contained in any existing labor contract or agreement by me or my agent for the same type of work. A copy of the Work Agreement and/or Job Order shall be posted in the labor camp and be made available. A copy of the Job Clearance Order will be provided to the worker no later than the day on which the worker begins employment. The employer assures that the working conditions of this order comply with the applicable Federal and State employment related laws and agrees to abide by the regulation at 20 CFR 655.103, Assurances and 20 CFR 653.501. _____

(b) Duly authorized State and Federal representatives (including outreach workers) will be allowed reasonable access to the workers during normal working hours.

(c) **Workers hired under this Job Order will be required to show evidence of right to work in the United States.**

(d) Workers must be able to demonstrate that they are physically able to perform the work specified in this Job Order.

(e) Workers will be covered by Worker's Compensation. Employer's proof of insurance coverage will be provided to the Regional Administrator before certification is granted. **Policy information presented to worker at point of hire.**

(f) Workers will not be covered by Disability benefits.

(g) Workers will not be covered by Unemployment Insurance.

(h) Workers will not be paid overtime.

(i) No benefits, social or economic, not specified in this Job Order, are or will be provided by the employer.

(j) The employer shall provide a suitable burial for the worker if he/she dies during the continuance of their employment hereunder or in lieu thereof at the request of the next-of-kin pay the cost involved in the preparation and transportation of the deceased worker to the place of origin.

ITEM #4: Housing, beds, bedding and mattresses will be furnished at no cost to the workers. Employer assures that the housing will be clean and in compliance with all applicable standards during occupancy. Workers will be responsible for maintaining housing and surrounding area in a neat and clean manner.

ITEM #5: Due to the small size of agricultural operations, the employer is not always near a phone. Therefore, this employer is generally available for telephone calls and applicant reporting between the hours of 12:00noon and 1:00pm, Monday - Friday during the growing and harvesting season. Contact at other times is subject to employer availability. The employer suggests that, whenever possible, Employment Service staff and/or applicant call in advance to arrange specific time to contact. David Tower, Partner/Personnel Manager: (716) 791-4675 .

ITEM #6: (a) Starting Date: The employer may amend the starting date of need by informing the Order Holding Office no later than 03/15/2010. If the employer fails to amend the date of need, the employer shall pay eligible workers referred through the interstate clearance system a minimum rate of the current Adverse Effect Wage Rate for each eight (8) hour work day in the first week on which those workers were present and available for work and no work specified in the Job Order, (Item #11), is provided. Max \$349.60 Gross (2010 AEWWR)

(a) Failure of workers referred against this order to notify the Order Holding Local Office of their continued interest and/or verify the date of need no sooner than 03/16/2010 nor later than 03/23/2010 will disqualify the worker from the above assurance.

(b) Ending Date: No extension of employment beyond the period of employment specified in the Job Order shall relieve the employer from paying wages already earned, transportation and subsistence expenses, and bonuses if applicable.

ITEM #8: Workers are expected to work at least the number of days and hours specified on the Job Order, (ITEM #8). However, depending on weather, crop or other conditions, workers may be requested, but not required, to work up to 10 hours per day and/or on their Sabbath.

ITEM #9: Collected calls will be accepted only from officials of Employment Service Offices and must be made "person to person" to DAVID TOWER, President & Personnel Manager.

ITEM #11: Please note that, in this Job Order, where a Piece Rate figure is indicated, the worker will be paid on a Piece Rate basis for the harvest of that crop. The conversion of Piece Rate to Estimated Hourly Rate is provided only as a guide for the applicant's information.

*****IN THE EVENT THE DOL PROMULGATES A NEW AEWR OR PREVAILING PIECE RATE DURING THE RECRUITMENT OR WORK CONTRACT PERIOD WHICH IS LOWER THAN THE CURRENT AEWR OR PREVAILING PIECE RATE AT THE TIME OF APPLICATION, THIS LOWER AEWR OR PREVAILING PIECE RATE WILL BECOME THE GUARANTEED MINIMUM.*****

(a) If a Piece Rate is offered on the Job Order, the work at the Piece Rate will be guaranteed to the workers for the stated period of employment unless crop activity is such that the Piece Rate will not realize the workers an hourly equivalent of at least the current Adverse Effect Wage Rate (AEWR), in which case the workers will be paid the equivalent of an hourly rate of not less than the current AEWR, the Prevailing Hourly Rate, or the employer's hourly rate, whichever is highest.

(b) An hourly rate of not less than the Federal or State Minimum Wage, the current AEWR, or the employer's hourly rate, whichever is highest, is guaranteed to the worker for the period of employment (Item #5).

(c) The employer will maintain adequate and accurate payroll records and will furnish to the worker on or before each pay day, a written statement showing hours actually worked and total earnings for the pay period. Workers will be paid weekly on Friday for work through preceding Tuesday. The following deductions will be made: FICA, Federal/State Income Taxes and garnishments as required by law, cash advances, commissary meals, if provided, and, to the extent permissible under Federal and State net wage requirements, voluntary assignments evidenced by written authorization signed by the worker.

(d) The employer guarantees to offer employment for a minimum of three-fourths (3/4) of the workdays of the total specified period during which the work contract, and all extensions thereof, are in effect. Guarantee begins on the first workday after the worker's arrival at the place of employment and ends on the date specified in the contract or extensions thereof. Workers will not be required to work more than 8 hours per day, on their Sabbath or Federal holidays to meet this guarantee. The worker's average hourly earnings will be used under this guarantee where wages are paid on a piece rate basis.

(e) Workers with school age children who have migrated with such children and who depart in time to return home for the beginning of the school year shall be paid, in addition to the basic wages, any bonus or other work incentive payments or other expenses to which they would have been entitled had they stayed the entire contract period.

(f) The employer may terminate workers' employment hereunder at any time with notification to the local office for:

(i) Refusing, without just cause, to perform the duties for which the worker was recruited and hired; or

(ii) Committing a serious act of misconduct or breach of discipline; or

(iii) Failure to reach and/or maintain productivity; or

(iv) Job abandonment - being absent for more than one (1) work day, as shown in Item #10, without prior notification to the employer.

When the worker is terminated under any of these provisions, or if the worker voluntarily terminates his employment, the employer shall not be responsible for the three-fourths guarantee during the worker's period of employment.

(h) The worker may also perform any combination of tasks involved in planting, cultivating, and harvesting of fruits & vegetables. Additional tasks are:

General Orchard work consisting of summer pruning; suckering and trimming. Repairing fences and farm buildings; repairing and/or building apple bin boxes; repairing and/or building wooden pallets; hand loading and unloading trucks; some equipment work; clearing fields and burning brush; hand thinning of fruit; clear grub hoeing; and forking brush. General Field work; tree & vegetable planting, cultivating, harvesting and packing; setting and moving of irrigation pipe, when needed. Heavy lifting. All work will be specified by the foreman.

ITEM #12: (a) Employer agrees to reimburse inbound transportation and subsistence expenses to each worker, or any person, government agency or private organization which, on behalf of the worker, has paid or advanced such transportation and subsistence expenses from place of recruitment to the job site after the worker has completed 15 consecutive calendar days of employment or 50% of the period of employment, whichever is shorter, from initial date of need or from the day after actual date of arrival of worker if later than the stated date to report.

(b) The employer assures that the employer bears and pays transportation related expenses, either directly to the provider of travel or indirectly to reimburse the worker so that the employee's weekly pay is not diminished below the applicable Federal minimum wage required by Section 6 of the Fair Labor Standards Act, 29 UCS 206.

(c) Employer will provide or pay the cost of return transportation and subsistence to each worker who completes employment period or who is terminated for medical reasons or as a result of an Act of God, enroute from place of employment to place of recruitment, except when the worker has subsequent employment with an employer who will bear transportation expenses and is not returning to his place of recruitment.

(d) Employer will not be responsible for providing return cost of transportation and subsistence enroute from place of employment to place of recruitment if the worker voluntarily abandons the job or is terminated for cause.

(e) The amount of transportation payment will be equal to the most economical and reasonable similar common carrier charges for the distance involved. All transportation provided by the employer will be by common carrier or other transportation facilities which conform to applicable regulations of the ICC or the Department of Labor.
Min: \$9.90 per day without receipts. CPI Max: \$39.00 per day with receipts.

(f) Employer will provide transportation, at no cost to the worker, from the employer provided housing to the actual work site and return at the end of the day.

(g) At the request of the worker, the employer will assist in making travel arrangements for the worker.

ITEM #13: (a) Employer will not hire a crew leader currently acting in violation of the Migrant and Seasonal Agricultural Worker Protection Act (MSPA). All referrals interested in this position will be given an interview.

(b) Employer will negotiate any and all crew leader fees directly with the crew leader.

(c) Crew leaders anticipating employment in New York State will be required to register with the New York Department of Labor and pay a \$100.00 crew leader registration fee in addition to any other fees that may be applicable.

ITEM #16: Employer will furnish to workers, without cost, all tools, supplies or equipment required in the performance of the duties assigned.

Workers should report for work with their own suitable work clothing including a warm jacket and waterproof work boots. Field temperatures may range from 30 degrees to 85 degrees with possible wet morning ground conditions.

GRADE STANDARDS:

- a) All fresh market fruit apples must be picked with less than 5% injury bruise and meet or exceed U.S. Department of Agriculture coloration standards for "U.S.D.A. Extra Fancy." Standards of coloration will vary by variety of apple.
- b) All processing apples must be picked with less than 10% injury bruise with a 5% tolerance for undersized (less than 2 1/2 inches in diameter) apples.
- c) All juice apples, including but not limited to drops, must be free of decay and must not include foreign matter such as leaves, twigs, and grass when placed in bulk bins (tote boxes) or other containers.
- d) Training specific to this section will include:
1. Recognition of varieties of fruit by shape, size, coloration, and varietal name.
 2. Estimating the percent of color.
 3. Assessing fruit size and maturity.
 4. Proper techniques for picking and handling fruit to satisfy the requirements listed in (a), (b), and (c) above.
- e) Fruit picked may be subject to inspection in the orchards by representatives of New York State Department of Agriculture and Markets. New York State Department of Agriculture and Markets inspection reports may be considered in evaluating the worker's performance.

REQUEST FOR CONDITIONAL ACCESS INTO CLEARANCE SYSTEM

Name of Employer: TOWER FAMILY LLP

Location and description of housing: 1709 Youngstown Road, Youngstown, NY 14174, Niagara County; New York State.
Three fourths mile west of Porter Center Road on the north side of road adjacent to main house. Campsite consists of a
wood-frame building; common kitchen; toilet & shower facilities; municipal water; heat.

For the recruitment of agricultural workers, I hereby request conditional access into the intrastate/interstate clearance system so that my clearance order can be transmitted to labor supply states in a timely manner.

As a condition of placing my order into clearance, I assure that such housing will be in full compliance with the requirements of the U.S. Department of Labor and Part 15 of the New York State Sanitary Code for Migrant Labor Camps by 02/28/2010 which is 30 days prior to occupancy.

Representatives of the New York Department of Labor, New York State Health Department and/or the U.S. Department of Labor are invited to inspect such housing, at any reasonable time, to verify its condition.



Employer's Signature



Date

=====
The above request is: _____ APPROVED _____ DISAPPROVED

Regional Administrator, ETA

Date

SUMMARY OF EMPLOYMENT CONDITIONS

1. Employer: **TOWER FAMILY LLP, 1709 Youngstown Road; Youngstown, NY 14174**
2. Referral Instructions: **Applicant Holding Office to call Order Holding Office to arrange referral with the employer.**
Contact Person: **David Tower, Personnel Mgr., (716) 791-4765.**
3. Crop/Activity/Wage Information:

CROP	WORK TO BE DONE	WAGE RATE /UNIT
Apples, Fresh SDwarf	Hand Harvest	\$0.75 , bu
Apples, Processing	Hand Harvest	\$0.60 , bu
Apples, Juice	Hand Harvest	\$0.50 bu
Pear, Large	Hand Harvest	\$0.95 bu
<i>Cherries, Sweet DT</i>	<i>Hand Harvest</i>	<i>\$10.00 per 3/4 bu</i>
Vegetables	Cultivate & Harvest	AEWR-\$8.74 per hour
General Work	See Item #10	AEWR \$8.74 per hour

4. Workers hired under this Job Order will be required to show evidence of right to work in the United States.
5. Workers will be paid weekly on Friday for work through the preceding Tuesday.
6. Workers will be covered by Workers' Compensation, as required by law.
7. Workers will be covered by disability benefits, as allowed by law.
8. Workers will be covered by Unemployment Insurance, as allowed by law.
9. Workers will not be paid overtime, as allowed by law.
10. (a) Employer will not provide three meals per day and will deduct \$0.00 per day.
(b) Employer will furnish free dishes; cooking utensils; and convenient kitchen and cooking facilities.
(c) Employer will provide transportation to assure workers access to stores where they can purchase groceries and incidentals.
11. The following deductions will be made: FICA, Federal/State Income Taxes and garnishments as required by law, cash advances, commissary meals, if provided, and, to the extent permissible under Federal and State net wage requirements, voluntary assignments evidenced by written authorization signed by the worker.
12. Notes to Worker: Period of employment is from 03/29/2010 to-11/30/2010. A copy of the full Job Order is available for your inspection in this office. The employer has guaranteed your first week wages unless he/she notifies this Department of Labor Office of a later starting date by 03/15/2010. In order for you to be eligible for this guarantee, you must contact the Order Holding Office of the Department of Labor between 03/16/2010 and 03/23/2010 at:

New York State Department of Labor-CSC
81 Walnut Street, Lockport, NY 14094
Telephone: (716) 433-6766

Any Department Of Labor Job Service Office will assist you in doing this.