

# Ontario County Department of Human Resources

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TO: VETERANS AND ACTIVE MILITARY PERSONNEL  
FROM: ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES  
SUBJECT: VETERANS CREDITS

## What are Veterans Credits?

Civil Service Law allows for additional credit to be added to the final passing score of disabled and non-disabled veterans. This credit is granted on the following basis:

	Open Competitive <u>Examinations</u>	Promotion <u>Examinations</u>
Disabled Veterans	10	5
Non-Disabled Veterans	5	2.5

This additional credit may only be granted when the Eligible List is established. Candidates who claim credit but fail to submit their discharge papers **and** an Application for Veterans Credits before the Eligible List is established cannot be granted credit on such Eligible List.

## How often can Veterans Credit be used?

Veterans' credit can be claimed and added to the exam score of all local, state and federal examinations you qualify in as often as you choose. Additional credits, though, can only be used once for an appointment to a position. Once you are appointed to a position in which you needed the additional credits to be reachable on an Eligible List you cannot not use them again. Except...

If a Veteran used non-disabled credits for appointment and was subsequently certified disabled, such a veteran would be entitled to an additional grant of credits equal to the difference between 10 credits and the number of credits received at initial appointment. Please visit [www.cs.ny.gov/vetcredits/](http://www.cs.ny.gov/vetcredits/) to learn more about this benefit and other useful information.

Please note that at any time after the Eligible List is establishment, but prior to an appointment, you can withdraw your Veterans credits. Such request must be made in writing to this office prior to an appointment.

## What if I am currently active duty?

A 1997 Constitutional Amendment makes it possible for active military personnel to be granted conditional credits. While your name must be placed on the Eligible List with veterans' credits at the time the List is established, your name will be restricted from certification with the additional points until you provide this office with documentation that service was in time of war and that you received an honorable discharge. Prior to such documentation, you will only be certified by the final exam score, excluding your veterans' credit.

## ALL VETERANS and ACTIVE MILITARY PERSONNEL

To be considered for additional credit as a veteran, the enclosed Application for Veterans Credits must be completed and mailed to this Department with a copy of your discharge or certificate of service from the Armed Forces of the United States.

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Instructions to Veterans

## What if I am a Disabled Veteran?

A disabled veteran must also complete the enclosed Authorization for Disability Record in duplicate. Forward both copies of the Authorization for Disability Record immediately to the Regional Office of the United States Veterans Administration where your application for disability pension is on file. To qualify for credit as a disabled veteran you must be receiving payments from the Veteran's Administration for a war-incurred disability of at least 10%. The Veteran's Administration must certify the disability to be in existence at the time of your application for veterans' credit.

The Ontario County Veterans Service Agency, 3010 County Complex Drive, Canandaigua, New York, 14424, has advised that they can assist you in expediting the processing of the required forms.

## How do I claim Veterans Credits?

All forms must be received prior the Eligible List being established

1. Submit a copy of your discharge papers or certificate of service to Ontario County Dept. of Human Resources.  
This must show:
  - You served on active duty with the Armed Forces of the United States in time of war;
  - You were honorably discharged or released under honorable circumstances from such service.
2. Application for Veterans Credits – send completed form to Ontario County Dept. of Human Resources.
3. Authorization for Disability Record – send completed forms, in duplicate, to the US Veterans Administration where your disability pension is on file. (to claim disabled veteran credits)
4. You must be a resident of New York State at time of application.
5. *Time of War* is defined as follows:

All service in the United State armed forces during:

World War II	December 7, 1941 – December 31, 1946
Korean Conflict	June 27, 1950 – January 31, 1955
Viet Nam Conflict	February 28, 1961 – May 7, 1975
Persian Gulf Conflict	August 2, 1990 – the date upon which such hostilities end

For service during the following the Veteran must have received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal:

Hostilities in Lebanon	June 1, 1983 – December 1, 1987
Hostilities in Grenada	October 23, 1983 – November 21, 1983
Hostilities in Panama	December 20, 1989 – January 31, 1990

Service in the commissioned corps of the United States Public Health Service during:

July 29, 1945 – December 31, 1946
June 27, 1950 – July 3, 1952

Additional information can be found on the back of the Application for Veterans Credits.

If you have any questions please write or phone this Office. Include the number and title of the examination in any letters of inquiry.