

## **IMPORTANT INFORMATION FOR DISABLED VETERANS.**

### **NEW BENEFIT**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments. For the full text of the Constitutional amendment, click [here](#). For the definition of a “disabled veteran” in the Civil Service Law, click [here](#).

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination if:

- they have used non-disabled veterans credits to obtain an appointment or promotion with New York State or a local government; and,
- subsequent to such use, they have been determined by the United States Department of Veterans Affairs (“VA”; formerly known as the United States Veterans Administration) to be a qualified disabled veteran, as defined in the New York State Civil Service Law.

In such cases, the disabled veteran shall be entitled to apply for and use 10 credits on New York State and local open competitive and promotion examinations, minus the number of non-disabled credits he or she has previously used. The additional credits can only be used once.

### **EXAMPLE OF THE NEW DISABLED VETERANS’ BENEFIT**

- On 6/1/11, a veteran received an original permanent appointment with a New York State agency. He or she obtained the appointment using the 5 veteran credits added to her civil service examination score.
- On 9/1/12, he or she was certified as being a qualified disabled veteran by the United States Department of Veterans Affairs.
- On 1/5/14, she applied for a New York State civil service promotion examination. Based upon the Constitutional amendment, she is now eligible to apply for and receive additional credits as a disabled veteran. She would be entitled to have 5 additional disabled veteran credits added to her passing promotion examination score (10 credits as a disabled veteran minus the 5 credits she has already used as a non-disabled veteran).

Every situation is different. If you have specific questions or concerns which are not addressed by the following FAQs, please contact the New York State Department of Civil Service or the local civil agency where you applied for an examination. Contact information is provided at the end of the following listed FAQs.

## **FREQUENTLY ASKED QUESTIONS**

**Q:** I am a current New York State employee who used 5 additional veteran credits to obtain an open competitive position with New York State. Since my appointment date, I have been certified as a qualified disabled veteran for purposes of the State Civil Service Law. Am I eligible to apply for additional credits as a disabled veteran on an upcoming promotion examination?

**A:** Yes. Since you used 5 additional veteran credits before the VA certified your status as a disabled veteran, you are now eligible to receive and use 5 more credits (10 credits minus the 5 credits you already used as a non-disabled veteran) on an upcoming promotion exam. These credits can be used only one time to obtain an appointment from a promotion eligible list. All requests for additional credits as a disabled veteran are subject to verification.

**Q:** I used additional credits as a veteran to obtain a civil service position with a local government in New York State. Can I now apply for additional credits as a disabled veteran for an entry-level civil service examination for positions in New York State government?

**A:** Yes, provided that your date of certification as a qualifying war time disabled veteran occurred after you used veteran credits to obtain your position with local government.

**Q:** I am a current public employee who received veteran credits on several civil service examinations. However, based upon my examination scores, I never had to use my additional credits to obtain an appointment. I have now been certified as a disabled veteran. Can I receive disabled veteran credits on future civil service examinations?

**A:** Yes, the Constitutional amendment does not impact your eligibility for disabled veteran credits. It only applies to those disabled veterans who previously used non-disabled veteran credits. You should continue to apply for disabled veteran credits on future entry-level or promotion civil service examinations that interest you. You will only be able to use these credits one time to obtain a permanent appointment. Your credits will be awarded as 10 points on an examination for original appointment and 5 points on a promotional examination.

**Q:** I have recently applied for a State civil service examination. I have previously used credits as a non-disabled veteran to obtain my current job within a local civil service municipality, and I have now been certified by the VA as a disabled veteran. I did not apply for credits as a disabled veteran on my recent exam application. What should I do?

**A:** The New York State Department of Civil Service is taking steps to reach out to all candidates who applied for recent state examinations and providing all candidates with information about this Constitutional amendment and instructions to candidates who believe that they may be eligible for such credit, for submission of information to the Department of Civil Service within an online survey. If you used your non-disabled veteran credits for an appointment to either a State or local government position prior to your certification as a disabled veteran, you may now be eligible to apply for and receive additional veteran credits. Based upon the information given in your question, it appears that you may be eligible for additional credit provided by the amendment. You should therefore go to the Department's Veterans Credit Usage Questionnaire

website at <http://www.cs.ny.gov/vetcredits> and provide the information being asked of eligible veterans. It is important that you respond to this questionnaire quickly; you will not be eligible to receive credits as a disabled veteran once the civil service eligible list is established from the examination results.

Q: I have recently applied for a local civil service promotion examination. I have previously used credits as a non-disabled veteran to obtain my current local civil service position, and I have now been certified by VA as a disabled veteran. I did not apply for credits as a disabled veteran on my recent exam application. What should I do?

A: You should contact your civil service agency and describe your situation. If you used your non-disabled veteran credits prior to your certification as a disabled veteran, you may now be eligible to apply for and receive disabled veterans credits. Your civil service agency will tell you how to apply. It is important that you apply quickly; you will not be eligible to receive credits as a disabled veteran once the civil service eligible list is established from the examination results.

Q: I am a war time veteran and currently have a service connected disability claim pending at VA. I have already used veteran credits to obtain a civil service appointment. Can I now apply for disabled veteran credits on an upcoming civil service examination?

A: Not yet. You can apply for the additional credits as a disabled veteran only after your qualifying disability has been certified by VA. As soon as you receive approval of your qualifying disability from the VA, you should contact the appropriate civil service agency. You may be entitled to additional credits if the eligible list from your examination has not yet been established.

Q: My name is currently on a civil service eligible list. Based upon the Constitutional amendment, I believe I now qualify for additional credits as a wartime disabled veteran. Can I obtain these additional credits?

A: Not on the current eligible list. The Constitutional amendment and State Civil Service Law do not permit the addition of veteran or disabled veteran credits to existing eligible lists. You will be able to apply for and use disabled veteran credits on future examinations.

Q: I already used disabled veteran credits to obtain a permanent civil service appointment. Can I now apply to use disabled veteran credits on an upcoming examination?

A: No. The Constitutional amendment does not apply to candidates who have already received and used disabled veteran credits to obtain a permanent civil service appointment with New York State or a local government.

Q: Based upon the constitutional amendment, I will now be able to qualify for additional credits as a disabled veteran. How will these credits be added to my score?

A: The Constitutional amendment does not alter the current method of adding additional disabled veteran credits to examinations scores. Your additional credits will be added to your final

passing examination score. The credits cannot be used to change a failing score into a passing score.

Q: I am applying for a competitive New York City civil service position. Does the constitutional amendment apply to me?

A: Yes. You must follow New York City examination application guidelines if you wish to apply for additional credits as a disabled veteran.

Q: I am applying for a competitive civil service position with the New York State Unified Court System (UCS). Does the Constitutional amendment apply to me?

A: Yes. You must follow UCS examination guidelines if you wish to apply for additional credits as a disabled veteran.

Q: I served in United States military from 1984-87 and incurred a service connected disability certified by VA. Am I now considered a disabled veteran?

A: No, because your military service did not occur during a designated “time of war.” The Constitutional amendment did not change the definitions of a “veteran” or “disabled veteran” for purposes of the New York State Civil Service Law. For definition of a qualifying veteran, or disabled veteran, click [here](#). Please note that these definitions are specific to the State Civil Service Law and do not impact your eligibility for other federal and State benefits for which you may be eligible based upon your military service and/or service connected disability.

Q: I think I may qualify for the new benefit, but I am unsure if I used veteran credits to obtain a permanent civil service appointment prior to my qualifying disability determination by VA. What should I do?

A: Your best option is to check with the personnel office/civil service office of your public employer(s). They can advise you if you have used civil service veteran credits to obtain your permanent appointment. When you apply for additional disabled veteran credits on future civil service examinations, you may need to provide supporting documents which establish the date you used your additional credits and the date your qualifying disability was certified by VA. Alternatively, you may need to provide this information at the time an offer of appointment is made.

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For More Information: Current State and local public employees may also contact their personnel office for additional information.

- Employees of New Your State agencies should contact the New York State Department of Civil Service at: [ExamInfo@cs.state.ny.us](mailto:ExamInfo@cs.state.ny.us).
- Employees of county, town, cities (other than NYC) agencies can locate local government civil service contact information at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

- Employees working for a New York City agency should contact: [certcustserv@dcas.nyc.gov](mailto:certcustserv@dcas.nyc.gov).
- Employees of the New York State Unified Court System should contact: <http://www.nycourts.gov/careers/exams.shtml>.