

**WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES  
CIVIL SERVICE ADMINISTRATION**

**VETERAN CREDITS INFORMATION**

**What are Veteran Credits?** New York State Civil Service Law allows additional credits in examinations to successful candidates who have filed for and established their status as a Veteran or a disabled Veteran. These credits are granted at the time of establishment of the eligible list on the following basis:

	Open Competitive Exams	Promotional Exams
Veteran (non-disabled)	5 points	2.5 points
Veteran (disabled)	10 points	5 points

Points are added to the final passing score and may only be granted at the time the eligible list is established. Veteran credits cannot be granted after the eligible list is established.

**Who is Eligible to Claim Veteran Credits?** To be eligible for Veteran credits, applicants must submit an application and supporting documentation establishing that the Veteran:

- A) Served in the Armed Forces (Army, Navy, Marine Corps., Air Force, Coast Guard, and/or National Guard) on a full-time, active-duty basis other than for training purposes; and
- B) Was honorably discharged, or released under honorable circumstances, or received an other-than-honorable discharge or a general under-honorable-conditions discharge due to sexual orientation, gender identity, service-related PTSD, traumatic brain injury, or mental health condition linked to military sexual trauma seeking benefits afforded through NYS law and are in possession of a letter from the Division of Veterans Services restoring access to such benefits; and
- C) Is a resident of New York State at the time of application.

**How do I claim Veteran Credits?**

- A) All applicants must:
  - 1) Complete and submit an application for Veteran Credits to the Warren County Civil Service Administration (all forms must be submitted prior to eligible list being established);
  - 2) Submit a copy of your military discharge papers (DD-214) or other certificate of service,
  - 3) Submit proof of NYS residency as of the date of application.
- B) Disabled Veterans must also submit documentation issued by the US Veterans Administration indicating that the disability is rated at 10 percent or more and that disability exists at the time of application.

**NOTE:** Please give this immediate attention since Veteran credits cannot be granted after the eligible list is established.

**How Often Can Veteran Credits Be Used?** Although you may request Veteran credits for more than one exam, you may use the credits only once for permanent appointment or promotion. If you have used your Veteran credits for permanent appointment or promotion in New York State or one of its civil divisions, you may not claim Veteran credits. If, however, a candidate is subsequently classified as a disabled Veteran, they may be eligible for additional credits as a disabled Veteran.

**What If I Am A Disabled Veteran?** To qualify for credit as a disabled Veteran, you must be receiving payments from the Veterans Administration for a disability of at least 10%. You must submit US Veterans Administration-issued documentation indicating that your disability is in existence at the time of your application for Veteran credits. Please contact our Civil Service Office for additional information as to acceptable documentation.

**What If I Am Still Active Duty Military?** A candidate who is currently in the armed forces may claim conditional Veteran credit when the eligible list is established, however, the same criteria to be eligible for disabled and non-disabled credits must be met prior to certification with such conditional credit.

**APPLICATION FOR VETERAN CREDITS**

**Exam Title:** \_\_\_\_\_

**Exam Number:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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**Veteran Credits Claimed:** *(Check one)*

\_\_\_\_ **Veteran (non-disabled):** Applicants must submit this form and provide a copy of DD-214 separation papers or other official documentation, which establish that the Veteran:

- 1) Served in the Armed Forces (Army, Navy, Marine Corps, Air Force, Coast Guard and/or National Guard) on a full-time, active-duty basis for other than training purposes; and
- 2) Was honorably discharged, was released under honorable circumstances, or received an other-than honorable discharge or a general under honorable conditions discharge due to sexual orientation, gender identity, service-related PTSD, traumatic brain injury, or mental health condition linked to military sexual trauma seeking benefits afforded through NYS law and are in possession of a letter from the Division of Veterans Services restoring access to such benefits, and
- 3) Is a resident of New York State at the time of application.

\_\_\_\_ **Veteran (disabled):** In addition to the requirements listed above, applicants for disabled Veteran credits must also submit:

- 1) "Disability Record Authorization" form, or
- 2) Letter from the US Department of Veterans Affairs dated within one year of application date indicating the applicant has a disability rated at 10% or more.

\_\_\_\_ **Active Duty Military:** *(conditional credits pending discharge/submission of separation papers; DD-214 etc.)* See Veteran Credit Info Sheet for details.

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Date of Enlistment or Induction: \_\_\_\_\_

Dates of Active Service: From: \_\_\_\_\_ To: \_\_\_\_\_

Have you ever been appointed through the use of Veterans' credits to any position in the State Civil Service or any City or Civil Division of New York State? Yes \_\_\_ No \_\_\_

If Yes, when and where \_\_\_\_\_

**I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Veteran Signature: \_\_\_\_\_

Date: \_\_\_\_\_