

Employer Resource Directory



EMPLOYER SERVICES AVAILABLE THROUGH THE MONROE COUNTY CAREERLINK PARTNERSHIPS

APPLICATION ASSISTANCE

- Any local or regional employer
- WEB-BASED Application assistance in Computer Resource Center
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RECRUITMENT ASSISTANCE

- Job order posting
- Job Matching through resume database search
- Applicant pre-screening and referral services
- Applicant skills analysis service

IN HOUSE RECRUITMENT (Personalized Job Fair)

- Pre-screened applicants for interviews
- Space Rental
- Interview process assistance
-

EMPLOYEE TRAINING COSTS REIMBURSEMENT PROGRAMS

- TAX CREDIT PROGRAMS
- OJT Program (On the Job Training)
- CJT Program (Customized Job Training – mass education design)
- WEDNET (on-site education of current workforce for higher competency)

LABOR EMPLOYMENT ASSISTANCE PROGRAMS

- TRA – Trade Readjustment Allowances Program
- TAA – Transition adjustment Assistance Program
- Migrant Labor Farm program
- Foreign Labor Certification program

JOB FAIRS

- Community wide
- Recurring scheduling
- Applicant pool educated through seminars to properly work fair

BUSINESS DEVELOPMENT AND FINANCING INFORMATION

- Accessed through CareerLink partnerships with economic development agencies, educational institutions, and chamber of commerces.

“RAPID RESPONSE” SERVICES

- Provide assistance in adapting capabilities to a new industry or expansion needs
- Provide outplacement services relating to workforce downsizing, layoffs, and closings

WORKFORCE EDUCATION & TRAINING GUIDANCE

- Provided in cooperation with CareerLink partners

LABOR MARKET INFORMATION

- Provide assistance through CENTER FOR WORKFORCE INFORMATION ANALYSIS in inquiries concerning wages, workforce composition, market sector breakdown, etc.

ON-SITE EMPLOYER VISITS AND TRAINING

- Whenever needed or requested, to provide training on website usage, to introduce personnel, to offer services, to perform employer needs assessments, to provide response to requested information or service requirements, etc.

CAREERLINK ADVISORY COUNCIL

- Employer Group formed solely to advise the CareerLink on employer-driven concerns

WORKFORCE DEVELOPMENT

Pennsylvania CareerLink

Provides Businesses with staff assisted job orders and searching for qualified applicants.

Website: www.pacareerlink.state.pa.us

Monroe County: 570-620-2850

Fax: 570-620-0546 TTY: 570-620-2854

Pocono Counties Workforce Investment Area

Provides information, services and resources related to the region's workforce and industry.

Website: www.pcwia.org

Phone: 570-325-2462 Fax: 570-325-8547

PA Department of Labor and Industry

Access information and links to topics that provide assistance for businesses and organizations.

Website: www.dli.state.pa.us Phone: 717-787-5279

Pennsylvania Workforce Development

Resources to work and do business in Pennsylvania. Explore ways the Commonwealth can help you remain competitive in the 21st Century.

Website: www.paworkforce.state.pa.us

Ben Franklin Partnership Program

Designed to stimulate business growth & employment.

Website: www.hbg.psu.edu/hbg/Benfrank.html

Phone: 717-948-6339

Small Business Development Center, Univ. of Scranton

Providing consulting services to help businesses start, grow and prosper.

Website: <http://sbdc.scranton.edu> Phone: 1-570-941-7588

NewPA.com

Find everything you need to succeed and grow your business in PA.

Website: www.newpa.com Phone: 1-866-GO-NEWPA

Pennsylvania Open For Business

Gives entrepreneurs "one door" access to business information, financial options and important forms.

Website: www.paopen4business.state.pa.us

CHAMBERS OF COMMERCE

Pocono Mountains Chamber of Commerce

556 Main Street, Stroudsburg, PA 18360-2093

Phone: 570-421-4433

Fax: 570-424-7281

Website: www.poconochamber.net

VETERAN SERVICES

Pennsylvania CareerLink

Provide & facilitate a full range of employment & placement services to Veterans. Information and guidance to Veterans programs.

Email: cmontalban@state.pa.us

Website: www.pacareerlink.state.pa.us

Monroe, Pike, and Wayne Counties: 570-620-2850 ext.3316

Fax: 570-620-2868

TTY: 570-620-2854

U.S. Department of Veterans Affairs

Providing excellence in patient care, veterans' benefits and customer satisfaction, to help veterans get the services they have earned.

Website: www.va.gov

Phone: 1-800-827-1000

TTY: 1-800-829-4833

DISABILITY SERVICES

Americans with Disabilities Act

Provides information and technical assistance on providing accommodations for people with disabilities.

Phone: 1-800-514-0301

TTY: 1-800-514-0383

Website: www.ada.gov

Office Of Vocational Rehabilitation

Assists individuals with disabilities to get or keep a job through individualized services.

Phone: 1-800-992-9536

TTY: 1-888-377-9207

Allentown Office: 610-821-6441

Office for the Deaf or Hard of Hearing

Provides services to people who are deaf or hard of hearing, their employers, family and service providers.

Phone/TTY: 1-610-821-6111

Bureau of Blind and Visual Services

Provides a variety of specialized, rehabilitative and prevention of blindness services.

Phone/TTY: 1-800-651-6117

LABOR LAW INFORMATION

Bureau of Labor Law Compliance

Information regarding labor laws including Mandatory Workplace Postings, Overtime, Prevailing and Minimum Wage, Child and Seasonal Farm Labor.

Website: www.dli.state.pa.us Keywords: Labor Law Compliance
Phone: 1-877-214-3962

Labor Relations Board

The Pennsylvania Labor Relations Board administers and enforces Commonwealth laws dealing with labor-management relations.

Website: www.dli.state.pa.us Keywords: Labor Relations Board
Phone: 717-787-1091

PA Human Relations Commission

Enforces laws that prohibit discrimination.

Website: www.phrc.state.pa.us
Phone: 717-787-4410 TTY: 717-787-4087

PA New Hire Reporting Guidelines

Provides a summary of Pennsylvania's New Hire program, outlines employer responsibilities and contains a Commonwealth reporting form.

Website: www.panewhires.com

UNEMPLOYMENT COMPENSATION/TAX SERVICES

UC Benefit Services

Receive general information, request a Wage Investigation to correct your records.

Website: www.dli.state.pa.us
Employer Claim Inquiries: 1-866-223-4718
Relief from Charges: 717-787-4677 Fraud Reporting: 1-800-692-7469

Bureau of Employer Tax Operations (UC Tax)

General Tax Information: 1-866-403-6163

e-TIDES

Electronic filing of returns and payments for the Department of Revenue and Labor and Industry taxes and services.

Website: www.etides.state.pa.us Phone: 1-866-403-6163

PA Department of Revenue

General Tax Information: 717-787-8201

Internal Revenue Service

Employer Identification Number: 1-800-829-1040

HEALTH AND SAFETY

Bureau of Occupational & Industrial Safety

Ensures safety standards for public and state owned structures. Licenses private agencies/code enforcement officials. Uniform Construction Code.

Phone: 717-787-3323

Bureau of Workers' Compensation

Administers PA Workers' Compensation Law for work-related disability to provide compensation to employees

Website: www.state.pa.us Keywords: workplace safety

Phone: 717-783-5421 Claims Hotline: 1-800-482-2383

Employer Services Helpline: 717-772-3702

Fraud Reporting: 1-888-565-IFPA

PA Department of Environmental Protection

Administers PA's environmental laws and regulations.

Website: www.depweb.state.pa.us

Phone: 717-783-2300

Bureau of PENNSAFE

Provides a variety of services related to occupational health and safety. Administers PA Worker and Community Right To Know Law.

Phone: 1-888-SAFE-442

State Workers Insurance Fund

Provides a quality workers' compensation program for businesses that choose the Fund to meet their obligation of Workers' Compensation.

Website: www.dli.state.pa.us/swif

Phone: 717-621-3142

LABOR MARKET INFORMATION

Pennsylvania CareerLink

Access economic development and labor market information.

Website: www.pacareerlink.state.pa.us

Monroe and Pike Counties: 570-620-2850
Fax: 570-620-2868 TTY: 570-620-2854

Center for Workforce Information and Analysis

A statewide employment statistics system, providing customer-focused labor market information, products and services. Includes County profiles, EEO Data, Wage data, Industry Clusters and much more.

Website: www.paworkstats.state.pa.us Phone: 1-877-4WF-DATA

Pennsylvania State Data Center

Lists the Commonwealth's population and economic statistics.

Website: www.pasdc.hbg.psu.edu Phone: 717-948-6336

Pocono Mountains Economic Development Corp.

300 Community Drive, Suite D
Pocono Mountains Corporate Center East
Tobyhanna, PA 18466
Phone: 570-839-1992 Fax: 570-839-6681
877-736-7700
Email: info@poconomtsindustries.com

REACH YOUR LEADERS

PRESIDENT OF THE UNITED STATES

Barack H. Obama (D)

The White House
1600 Pennsylvania Ave. NE
Washington, DC 20500
email: president@whitehouse.gov
www.whitehouse.gov/

CAPITOL HILL

Switchboard: 202-224-3121
Whitehouse Switchboard: 202-456-1414
Whitehouse Comments: 202-456-1111
FAX: 202-456-2461

Bills Committee Reports

Bill status: 202-225-1772
Senate Document Room, SH-B04
Washington, DC 20510
Phone: 202-224-7701
www.gpoaccess.gov/congress

UNITED STATES SENATORS

Robert P. Casey Jr. (D)

* 555 Walnut St., 1st Floor
Harrisburg, PA 17101
Phone: 717-231-7540
393 Russell Senate Office Building
Washington, DC 20510
Phone 202-224-6324
FAX: 202-228-0604
www.casey.senate.gov

UNITED STATES REPRESENTATIVES

Tom Marino (R)

10th Congressional District (includes all of Pike Cty)

1000 Commerce Park Drive, Suite 1A
Williamsport, PA 17701
Phone:
FAX:
Toll Free:
*410 Cannon House Office Building
Washington, DC 20515
Phone: 202-225-3731
FAX: 202-225-9594
email: congressmancarney@mail.house.gov

VICE PRESIDENT OF THE UNITED STATES

Joseph Biden (D)

The White House
1600 Pennsylvania Ave., NW
Washington, DC 20500
email: vice.president@whitehouse.gov
www.whitehouse.gov/vice

House Document Room, H-226
Washington, DC 20515
Phone: 202-226-3456
www.house.gov/house/legpro.html

Patrick Toomey (R)

1150 S. Cedar Crest Blvd.
Suite 101
Allentown, PA 18103
Phone: 610-434-1444
FAX: 610-434-1844
B40B Dirksen Senate Office Building
Washington, DC 20510
Phone: 202-224-4254
FAX: 202-228-1229
email: toomey.senate.gov

Lou Barletta (R)

11th Congressional District (includes all of Monroe County)

1 South Church St., Suite 100
Hazleton, PA 18201
Phone: 570-751-0050
510 Cannon House Office Building
Washington, DC 20515
Phone: 202-225-6511
Fax: 202-226-6250
email: lou.barletta@mail.house.gov

GOVERNOR OF PENNSYLVANIA**Tom Corbett (R)**

225 Main Capital
 Harrisburg, PA 17120
 Phone: 717-787-2500
 FAX: 717-772-8284
 email: governor@state.pa.us

LIEUTENANT GOVERNOR**Jim Cawley (R)**

200 Main Capitol Building
 Harrisburg, PA 17120
 Phone: 717-787-3300
 email: lieutenant-governor@state.pa.us

MONROE COUNTY PA LEGISLATORS

MUNICIPALITY	PA Hse Dist	PA Rep.	PA Sen. Dist	PA Senator
BARRETT TWP	139	Michael Peifer (R)	22	John P. Blake (D)
CHESTNUTHILL TWP	118	Mike Carroll (D)	16	Patrick M. Browne (R)
CHESTNUTHILL TWP	189	Rosemary M. Brown (R)	16	Patrick M. Browne (R)
COOLBAUGH TWP	176	Mario M. Scavello (R)	22	John P. Blake (D)
DELAWARE WATER GAP BOROUGH	189	Rosemary M. Brown (R)	18	Lisa M. Boscola (D)
EAST STROUDSBURG BOROUGH	176	Mario M. Scavello (R)	18	Lisa M. Boscola (D)
ELDRED TWP	118	Mike Carroll (D)	29	David G. Argall (R)
HAMILTON TWP	189	Rosemary M. Brown (R)	16	Patrick M. Browne (R)
JACKSON TWP	176	Mario M. Scavello (R)	29	David G. Argall (R)
MIDDLE SMITHFIELD TWP	189	Rosemary M. Brown (R)	20	Lisa Baker (R)
MOUNT POCONO BOROUGH	176	Mario M. Scavello (R)	22	John P. Blake (D)
PARADISE TWP	176	Mario M. Scavello (R)	22	John P. Blake (D)
POCONO TWP	176	Mario M. Scavello (R)	14	John T. Yudichak (D)
POLK TWP	118	Mike Carroll (D)	29	David G. Argall (R)
PRICE TWP	139	Michael Peifer (R)	20	Lisa Baker (R)
ROSS TWP	189	Rosemary M. Brown (R)	16	Patrick M. Browne (R)
SMITHFIELD TWP	189	Rosemary M. Brown (R)	18	Lisa M. Boscola (D)
STROUD TWP	176	Mario M. Scavello (R)	18	Lisa M. Boscola (D)
STROUD TWP	189	Rosemary M. Brown (R)	18	Lisa M. Boscola (D)
STROUDSBURG BOROUGH	176	Mario M. Scavello (R)	18	Lisa M. Boscola (D)
TOBYHANNA TWP	118	Mike Carroll (D)	14	John T. Yudichak (D)
TUNKHANNOCK TWP	118	Mike Carroll (D)	29	David G. Argall (R)

STATE SENATE DISTRICT

John Yudichak (D)

14th district (in Monroe County, includes Pocono and Tobyhanna townships)

815 S. Main St.
Pittston, Pa 18640
Phone: 570-654-1483
FAX: 570-826-5470
*Senate Box 203014
Room 17 East Wing
Harrisburg, PA 17120-3014
Phone: 717-787-7105
FAX: 717-783-4141
email: yudichak@pasenate.com

Lisa M. Boscola (D)

18th District (in Monroe County, includes Delaware Water Gap, East Stroudsburg, Stroudsburg, Stroud and Smithfield Townships)

*Lockwood Business Center
600 Main St., suite 112
Stroudsburg, PA 18360
Phone: 570-420-2938
FAX: 570-420-2941
*Senate Box 203018
Room 458 Capitol Building
Harrisburg, PA 17120-3018
Phone: 717-787-4236
email: boscola@pasenate.com
www.senatorboscola.com

John Blake (D)

22nd district (in Monroe County includes Mount Pocono, Barrett, Coolbaugh and Paradise Townships)

*Senate Box 203022
535 Main Capitol Building
Harrisburg, PA 17120-3022
Phone: 717-787-6481
FAX: 717-783-5198
email: blake@pasenate.com
www.blake@pasenate.com

Patrick M. Browne (R)

16th District (in Monroe, includes Chestnuthill, Ross, Hamilton Townships)

801 Hamilton St.
Allentown, PA 18101
Phone: 610-821-8468

* Senate Box 203016
Room 171 Main Capitol Building
Harrisburg, PA 17120-3016
Phone: 717-787-1349
email: pbrowne@pasen.gov
www.senatorbrowne.com

Lisa Baker (R)

20th District (in Monroe County includes Middle Smithfield and Price Townships, plus all of Pike County)

*22 Dallas Shopping Center
Dallas, PA 18612-1231
Phone: 570-3931
FAX: 570-820-4848
*Senate Box 203020
168 Main Capitol Building
Harrisburg, PA 17120-3020
Phone: 717-787-7428
FAX: 717-787-9242
email: lbaker@pasen.gov

David Argall (R)

29th District (in Monroe County, includes Jackson, Tunkhannock, Polk and Eldred townships)

* 1 W. Centre St.
PO Box 150
Mahanoy City, PA 17948
Phone: 570-773-0891
FAX: 570-773-1675
Toll Free: 866-418-0367
* Senate Box 203029
362 Capitol Building
Harrisburg, PA 17120-3029
Phone: 717-787-2638
FAX: 717-783-9149
email: dargall@pasenate.com

STATE HOUSE DISTRICT

Mike Carroll (D)

118th District (In Monroe County includes Eldred, Polk Tobyhanna and Tunkhannock townships, and Districts 1,2, and 3 in Chestnuthill Township)

*PO Box 619, Route 209
Gilbert, PA 18331
Phone: 610-681-2940
Toll Free: 866-247-2776
527E Main Capitol Building
PO box 202118

Harrisburg, PA 17120-2118
Phone: 717-787-3589
FAX: 717-780-4763
email: mcarroll@pahouse.net

Mario Scavello (R)

176TH District (in Monroe County includes, Mt. Pocono, E. Stroudsburg, Stroudsburg, Coolbaugh, Jackson, Paradise Townships, Districts 2,3 4 in Stroud Township)

Pocono Boulevard
Mount Pocono, PA 18344
Phone: 5670-839-0313
FAX: 570-839-3612
*141B East Wing
Harrisburg, PA 17120-2176
Phone: 717-787-7732
FAX: 717-705-1889

email: mscavello@pahousegop.com
www.marioscavello.com

Michael Pfeifer (R)

139th District (in Monroe County, includes Barrett and Price Townships, In Pike County includes Milford Matamoros and Shohola, Lackawaxen, Palmyra, Blooming Grove, Greene Townships of District 2 in Dingman Township)

32 Commercial Street
Suite 300
Honesdale, PA 18431
Phone: 570-253-5533
FAX: 570-253-8046
153A East Wing
*Main Capitol Building
PO Box 202139
Harrisburg, PA 17120-2139
Phone: 717-783-2037
FAX: 717-705-1948
email: mpeifer@pahousegop.com
www.RepPeifer.com

Rosemary Brown (R)

189th District (in Monroe, includes Delaware Water Gap, Hamilton, Middle Smithfield, Ross and Smithfield District 4 in Chestnuthill Township: in Pike County includes Delaware, Lehman, Porter Townships, and district 1 in Dingman Township)

RR#5 Box 5221B
13 Seven Bridges Rd. / Route 209
East Stroudsburg, PA 18301
Phone: 570-420-8301
FAX: 570-420-8304
* House Box 202189
164A East Wing
Harrisburg, PA 17120-2189
Phone: 717-260-6171
FAX: 717-787-9185
email:

www.repbrown.com

There are numerous highly respected and nationally recognized colleges and universities that exist throughout Northeastern Pennsylvania. Most of these work closely with area employers to develop customized job training and continuing education programs and are a convenient commute for those who live in the Monroe County.

East Stroudsburg University

East Stroudsburg, PA (570) 422-3211
www.esu.edu

Johnson College

Scranton, PA (570) 342-6404
www.johnson.edu

King's College

Wilkes-Barre, PA 888-KINGSPA
www.kings.edu

Lackawanna College

Scranton, PA (800) 458-2050
www.lackawanna.edu

Luzerne County Comm. College

Nanticoke, PA (800) 377-LCCC
www.luzerne.edu

Marywood University

Scranton, PA (800) 346-5014
www.marywood.edu

Penn State University

State College, PA
www.psu.edu

Penn State Hazleton

Hazleton, PA (570) 450-3000
www.hn.psu.edu

Penn State Wilkes-Barre

Wilkes-Barre, PA (800) 966-6613
www.wb.psu.edu

Penn State Worthington Scranton

Scranton, PA (570) 963-2500
www.sn.psu.edu

The University of Scranton

Scranton, PA (570) 941-7400
www.scranton.edu

Wilkes University

Wilkes-Barre, PA (800) WILKES-U
www.wilkes.edu

Bloomsburg University

Bloomsburg, PA (570) 389-4316
www.bloomu.edu

Cedar Crest College

Allentown, PA (610) 437-4471
www.cedarcrest.edu

DeSales University

Center Valley, PA (610) 282-1100
www.desales.edu

Lafayette College

Easton, PA (610) 330-5000
www.lafayette.edu

Lehigh Carbon Comm. College

Schnecksville, PA (610) 799-2121
www.lccc.edu

Lehigh University

Bethlehem, PA (610) 758-3000
www.lehigh.edu

Muhlenberg College

Allentown, PA (484) 664-3100
www.muhlberg.edu

Moravian College

Bethlehem, PA (610) 861-1300
www.moravian.edu

Northampton Community College

Bethlehem, PA (610) 861-5500
www.northampton.edu

Penn State Berks, Lehigh Valley

Reading, PA 610-396-6000
www.bk.psu.edu

PA Labor & Industry

Mandatory Postings for Pennsylvania Employers

Pennsylvania employers are required to post certain notices in their worksites so employees have access to and information about applicable labor laws. These posters can be downloaded for free from the links below. Each poster link identifies the content of the poster, which employers are required to post it and contact information should you require additional information.

All notices must be posted in a conspicuous place so that they can be seen and read by employees. Failure to post notices can result in stiff penalties and possible fines. In addition to the notices listed below, all government agencies and private employers with government contracts over \$25,000 are required to publish and post an anti-drug policy statement in accordance with the Drug-Free Workplace Act of 1998.

State Required Employee Notices

NOTICE	POSTING REQUIREMENTS	HOW TO OBTAIN NOTICE
Abstract of the Pennsylvania Child Labor Law Form No. LLC-5	All PA Employers of Minors	Department of Labor & Industry Labor Law Compliance (717) 787-4671
Hours of Work for Minors Under Eighteen Form No. LLC-17	All PA Employers of Minors	Department of Labor & Industry Labor Law Compliance (717) 787-4671
Minimum Wage Law Poster and Fact Sheet Form No. LLC-1 (html)	All PA Employers	Department of Labor & Industry Labor Law Compliance (717) 787-4671
Abstract of Equal Pay Law Form No. LLC-8	All PA Employers	Department of Labor & Industry Labor Law Compliance (717) 787-4671
Pennsylvania Right to Know Law Form No. PSF-4/4S	Public Employers (State, County, Township, etc.)	Department of Labor & Industry PENNSAFE (717) 783-2071
Unemployment Compensation Form No. UC-700	All Employers (Public)	Department of Labor & Industry UC Benefits & Allowances (717) 783-3140
Compensacion Por Desempleo Form UC-700(ESP)	All Employers (Public) <i>(To be posted for Spanish-speaking employees.)</i>	Department of Labor & Industry UC Benefits & Allowances (717) 783-3140
Unemployment Compensation for State Employees Form UC-700A	State Government Employers	Department of Labor & Industry UC Benefits & Allowances (717) 783-3140
Workers' Compensation Insurance Posting Form No. LIBC-500	All PA Employers	Your Insurance Carrier or Department of Labor & Industry Workers' Compensation (717) 783-5421
Employment Provisions of the PA Human Relations Act Public Accommodations Provisions Fair Lending Practices Fair Housing Practices	Click here for specific requirements.	Pennsylvania Human Relations Commission (717) 772-2845

If you would like to request copies of these posters to be mailed to you from the Pennsylvania Department of Labor & Industry, please call (717) 783-8794.

ATTENTION EMPLOYERS

WANT YOUR SHARE OF \$8,500?

WOTC/WTW FEDERAL INCOME TAX CREDITS

If you hire an individual from a WOTC/WTW Target Group, your company could be eligible for up to \$8,500 in tax credits.

The Work Opportunity Tax Credit (WOTC) and Welfare-to-Work (WTW) Tax Credit programs are designed to assist individuals facing barriers move into gainful employment. These programs encourage employers in the private sector to hire job seekers from one of the following targeted groups. Qualified recipients of Aid to Families with Dependent Children (AFDC) or Temporary Assistance to Needy Families (TANF)

- Qualified Food Stamp Recipients
- Qualified Veterans
- Qualified Ex-Felons
- Qualified Supplemental Security Income (SSI) Recipients
- Qualified High Risk Youths residing in an Empowerment Zone or Enterprise Community
- Qualified Summer Youths residing in an Empowerment Zone or Enterprise Community
- Qualified Vocational Rehabilitation recipients
- Qualified Social Security Disability Insurance (SSDI) under the Ticket to Work Program

The WOTC Tax Credit allows for a credit of up to \$2,400 on wages, paid during the worker's first year of employment and the Welfare-to Work (WtW) tax credit, grants up to \$8,500 over the first two years of employment. Both credits are available to private, for-profit employers. The number of new hires who can qualify the employer for these credits is unlimited.

To apply for certification, an IRS form 8850 (Pre-Screening Notice and Certification Request) must be completed **on or before the job is offered**, then must be **postmarked within 21 days of the employee's start date**. In addition to the IRS 8850, an ETA form 9061 (Individual Characteristics) must be completed and submitted on or after the employee's start date. Submit the required forms (8850 & 9061) to

TAX CREDIT COORDINATION SERVICES

Labor and Industry Building, 13th Floor
7th and Forster Streets
Harrisburg, PA 17120
1-800-345-2555