



# DEPARTMENT OF HUMAN RESOURCES

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## VETERANS' CREDIT INFORMATION SHEET

To be entitled to receive additional credit on an examination as a non-disabled or disabled veteran, an applicant must meet all requirements for such credit found in Article 5, Section 6 of the New York State Constitution and Section 85 of the New York State Civil Service Law. An applicant may request additional credit on an unlimited number of examinations, but may only use the credit once to achieve a permanent appointment to any civil service position in New York State.

It is the responsibility of the applicant requesting veterans' credit to provide the Orange County Department of Human Resources with a completed Application for Veterans' Credit. Applicants applying for disabled veterans' credit must, in addition, complete the Authorization for Disability Record and send two copies to the Regional Office of the Veterans' Administration where their application for disability pension is on file. These forms are available at the Orange County Department of Human Resources or at the above-referenced web site.

Please read and follow the instructions that accompany the Application for Veterans' Credit and Authorization for Disability Record forms very carefully.

### General Information

An applicant applying for non-disabled veterans' credit must provide a copy of military discharge/separation papers, a DD214 if issued, or other official documentation, indicating dates of active service and character of discharge or release. A non-disabled veteran is entitled to five additional points on an open-competitive examination or two and one-half points on a promotion examination.

In addition to the above, an applicant for disabled veterans' credit must also document a service connected disability (incurred in a time of war as stated on the *Application for Veterans' Credit*) rated by the United States Department of Veterans' Affairs at 10% or more. A disabled veteran is entitled to ten additional points on an open-competitive examination or five points on a promotion examination.

The applicant must provide a list of all previous public employments in New York State or its civil divisions since January 1, 1951.

An applicant has two months from the examination's last filing date to provide the Orange County Department of Human Resources with the required completed forms and acceptable proof of eligibility for additional credit. Additional credit cannot be added after the eligible list is established.

Additional credit can only be added to a passing score.

An applicant may withdraw the credit at any time up to appointment. Additional credit is not deemed to have been used where the addition of such credit does not change the veteran's position on the eligible list relative to other candidates.

An applicant currently in the armed forces may request and receive conditional credit but must meet all criteria for such credit prior to its use.

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