

**ULSTER COUNTY PERSONNEL DEPARTMENT**

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**JEN METZGER**

County Executive



**DAWN SPADER**

Personnel Director

**JAMES FARINA**

Director of Employee Relations

**APRIL RODMAN**

Administrator, Civil Service & Personnel

TO: Applicant

FROM: Ulster County Personnel Department/Civil Service

SUBJECT: Application for Veterans' Credit

Your recent application for a civil service examination states that you are claiming disabled or non-disabled veterans' credit.

According to Civil Service Law, additional credit in examinations is granted to successful candidates who have claimed and established status as disabled veterans or non-disabled veterans. This credit is granted on the following basis:

	Open-Competitive Examinations	Promotional Examinations
Disabled Veteran	10 points	5 points
Non-disabled Veteran	5 points	2.5 points

This additional credit, which is added to the final passing score in the examination, may only be granted at the time of establishment of the eligible list. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list.

**ALL VETERANS**

To be considered for additional credit as a veteran, the enclosed Application for Veterans' Credit must be completed and mailed to this office with a copy of your discharge or certificate of service from the armed forces of the United States.

**DISABLED VETERANS**

In addition, to qualify for credit as a disabled veteran, you must be receiving payments from the Veterans' Administration for a service-connected disability of at least 10% or more. The Veterans' Administration must certify the disability to be in existence at the time of your application for veterans' credit.

You must submit proof from the V.A. as having a service-connected disability rated of at least 10% or more. These websites may help guide you:

<https://www.va.gov/records/download-va-letters/>

<https://www.va.gov/disability>

Ulster County Website: [www.ulstercountyny.gov](http://www.ulstercountyny.gov)

To qualify for credit in an examination, your discharge or certification of service must show:

1. You were honorably discharged or released under honorable circumstances from such service.
2. You have served on active duty with the Armed Forces of the United States.
3. You are a resident of New York State at time of application.

Your receipt of the enclosed form(s) does not mean that your application for the examination has been approved. These forms are often mailed before applications have been reviewed.

If you have any questions concerning procedures regarding your claim, please write this office. Include the examination number and title in all correspondence.