



## Who we are

Community Legal Services, Philadelphia Legal Assistance, and The Public Interest Law Center provide free legal assistance to low-income Philadelphians. Community Redevelopment Legal Assistance (CRLA) is our joint project to expand our impact in East Oak Lane, West Oak Lane, and Germantown (Zip Codes 19126, 19138, 19144).



Action. Access. Progress.

CRLA's goal is to expand our outreach and client work on the following legal issues:

- Homeownership (property tax and deed complications)
- Utility Affordability (gas, electric, and water)
- Income Tax Issues
- Unemployment Compensation
- Access to Employment for Individuals with Criminal Records

## Contact Us

- **Energy (CLS):** Rebecca McCord, 267-443-2676, [rmccord@clsphila.org](mailto:rmccord@clsphila.org)
- **Property Tax/Tangled Title Issues (CLS):** Rebecca McCord, 267-443-2676, [rmccord@clsphila.org](mailto:rmccord@clsphila.org)
- **Unemployment Compensation (PLA):** Michael Riccio, 215-981-3825, [mriccio@philalegal.org](mailto:mriccio@philalegal.org)
- **Income Tax Issues (PLA):** Anthony Marqusee, 215-981-3826, [amarqusee@philalegal.org](mailto:amarqusee@philalegal.org)
- **Access to Employment (Public Interest Law Center):** Claudia De Palma, Esq., 267-546-1313, [cdepalma@pubintl.org](mailto:cdepalma@pubintl.org)

# Community Redevelopment Legal Assistance Project



## SCOPE OF SERVICES

Serving East Oak Lane, West Oak Lane, and Germantown



Action. Access. Progress.



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# Employment Access for Individuals with Criminal Records

## Community Education

**Know Your Rights presentations:** Presentations to community members, job developers, and organizations serving returning citizens about:

- What an employer is allowed to consider during the hiring process
- How and when to disclose a criminal record during the job search
- The right to know when a job denial is based on criminal history information
- Expungement
- Sealing (Clean Slate Act)

**Outreach:** We are available to attend community events and provide informational materials for job applicants with criminal records.

## Training and Support

We are excited to work with the business community to educate employers about their obligations under the law and discuss fair hiring policies and practices. We can provide:

- **Employer support:** One-on-one meetings to listen to employers' concerns, discuss their current policies, and help brainstorm best practices.
- **Trainings and presentations:** For employers, HR professionals, corporate counsel, and business associations about:
  - The Fair Chance Hiring Act (Ban the Box)
  - The Criminal History Record Information Act
  - Title VII of the Civil Rights Act
  - Fair Credit Reporting Act
  - Laws and regulations for hiring individuals with certain records

## Clinics

- In-person screening for record-related job discrimination claims;
- Developing questions that can be included in intake forms to identify record-related issues; or
- Review responses for potential representation or referral.



1709 Benjamin Franklin Parkway, 2nd Fl. |  
Telephone: 215-627-7100

# Unemployment Compensation

## Community Education

### **Workshops and Informational Materials:**

We can provide trainings for organizational staff, educational presentations for community members, and informational materials on various

Unemployment Compensation (UC) related topics such as:

- Applying for UC
- Communicating with the UC agency
- UC Referee hearings
- Eligibility for benefits when you quit
- Being “Able and Available” for work
- Worksearch requirements
- Financial eligibility
- Appeals

**Outreach:** Table at community events, other clinics, job fairs, and workshops.

## Individual Client Work

- Legal advice and information for UC cases and overpayments
- Representation in UC referee hearings
- Support for UC appeals to the Board of Review and Commonwealth Court
- Hearing representation with issues such as: *overpayments, voluntary quit, discharge, able and available, late appeals, and financial eligibility*
- Assist with issues with receiving payments and communication with UC

## Clinics and Training

**In-Person Clinics:** We are available to host clinics or participate in scheduled clinics where we will review unemployment documents with claimants and provide brief advice on site. We can also run intake at events and open cases for full representation.

**“Train the Trainer” Events:** We can train organizational and social services staff in UC basics and helpful tips to better serve jobless workers and those individuals seeking UC.



Walk-in Intake: Mon. & Wed. 9:30-12  
Call: Tues. & Thurs. 9:30-12

718 Arch Street Suite 300 North |  
| Telephone: 215-981-3800 [www.philalegal.org](http://www.philalegal.org)

# Homeownership (Property Taxes and Deed Issues)

## Community Education

**Community Education:** Trainings, Workshops, Informational Materials

**Outreach:** Tabling, Community Events

## Individual Client Work

**Legal Help** such as advice, brief services and full representation to residents who:

- Are facing a Tax Sheriff Sale
- Have an upcoming court date in which the subject of the case is the delinquency of real estate taxes
- Are delinquent on their real estate taxes and need a payment agreement
- Defaulted on a current or past payment agreement
- Need advice or assistance getting title to their home

## Clinics

**In-Person Clinics:** Our staff will review and discuss the client’s case with them briefly. We will review any documents that the client has brought with them. We will provide advice and, depending on the case, will refer the client to the Save Your Home Philly Hotline, a housing counseling agency or, CLS for a detailed intake procedure and consideration for representation by CLS’ real estate Tax Team.



**North Philadelphia Law Center**  
Walk-in Intake: Mon., Wed., & Fri. 9 - noon  
1410 W. Erie Ave. | Philadelphia, PA 19140 |  
Telephone: 215-227-2400

# Utilities

## Community Education

**Outreach:** Tabling, Community Events

**Workshops and Informational Materials:** We can give trainings for community members and organizations and/or develop informational materials on various utility related topics, including:

- Affording Gas, Water, and Electric Bills
- Accessing Customer Assistance Program (CAP, CRP, and TAP)
- Preventing Termination and Restoring Service
- Energy Efficiency
- Tenants' Rights to Utility Service
- Utility Service Rights in Bankruptcy
- HELP Loans: Rights and Responsibilities
- Municipal Liens and Sheriff's Sales for Water Debt

## Individual Client Work

- *Brief advice* to any household responsible for gas, electric, or water service.
- *Look over bills and account histories* to determine whether households are eligible for assistance programs or energy efficiency services
- If the household has a pending shutoff or complicated case, we can take that client on for *brief service and/or full representation*

## Clinics

**Utility Clinics:** We will bring representatives from utilities and grant agencies and do on the spot intakes and problem solving/advocacy.

**In-Person Intake:** Subject to staffing availability, we will be available for in-person intakes at community partner locations



### Center City Office

Walk-in Intake: Mon., Wed., & Fri. 9 - noon  
1424 Chestnut St. | Telephone: 215-981-3700

### North Philadelphia Law Center

Walk-in Intake: Mon., Wed., & Fri. 9 - noon  
1410 W. Erie Ave. | Telephone: 215-227-2400

# Federal Income Tax Assistance

## Community Education

**Workshops and Informational Materials:** We can give educational presentations for community members and organizations and/or develop informational materials on various IRS related topics, including:

- **Dealing with IRS debts** (includes collection alternatives, audit reconsideration, innocent spouse, injured spouse, identity theft, return preparer misconduct, 10 year statute of limitations, and offset bypass refunds)
- **Dealing with audits, tax refund denial, and/or when the IRS says you owe:** common problems that arise when claiming dependents, choosing a filing status, or forgot to report all income on a tax return.
- **Worker misclassification:** what happens if your employer gives you a 1099 instead of a W-2 (or pays you in cash and gives you no tax forms at all)

**Staff Training** for organizations to provide assistance to taxpayers

**Outreach:** Tabling, community events

## Individual Client Work

- Meet with taxpayers and perform intakes/conflict checks
- Review documents that the taxpayers have on hand and discuss (including advice/letter drafting assistance for responses to IRS audit or collection notices)

## Clinics

**In-Person Clinics:** We can coordinate a clinic where taxpayers can receive advice from our advocates. On occasion, we may also be able to have an IRS representative available at these events to help taxpayers make progress with difficult issues on the spot.



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Call: Tues. & Thurs. 9:30-12

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