

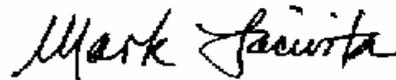
Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 05-10
Distribution:			Date: April 29, 2005
			Page: 1 of 1
ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input checked="" type="checkbox"/>	Upstate LDSS <input checked="" type="checkbox"/>	Subject: Revised Emergency Assistance (EA) Issue Codes
	SUP ALJs <input checked="" type="checkbox"/>		
NYC OAH Staff <input checked="" type="checkbox"/>	NYC ALJs <input checked="" type="checkbox"/>	NYC Agencies <input checked="" type="checkbox"/>	
	SUP ALJs <input checked="" type="checkbox"/>		

To continue with the revision of the Fair Hearing Information System (FHIS) codes undertaken to meet programmatic changes, make our codes more CNS compatible and provide a more effective working tool for Communications Intake Unit, legal, and other staff, the Emergency Assistance (EA) issue revisions are now complete. These revisions were based upon the suggestions of a code work group with input solicited from all OAH Intake and ALJ staff and approved by OAH Management.

Attached are the new EA codes which will go into effect immediately. Please familiarize yourself with the new coding and replace any paper lists with the new version. A list of the eliminated/combined codes is also provided for your reference. All necessary modifications have been made to the electronic version of the code list posted on the OAH website.

Beginning May 2, 2005, FHIS will no longer accept eliminated codes and an edit will alert staff if an obsolete code is entered.

If there are any questions with respect to this transmittal, you may contact your supervisor or Louise Finkell at (518) 473-4969 or via email louise.finkell@otda.state.ny.us.



Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment

ELIMINATED/COMBINED CODES

Code

- 650 - **ELIMINATE, USE 040**
Formerly: Food
-
- 652 - **ELIMINATE, USE 224**
Formerly: Medical Needs
-
- 658 - **ELIMINATE, USE 662**
Formerly: Discontinuance of hotel/motel allowance
-
- 659 - **ELIMINATE, USE 654**
Formerly: Failure to provide Emergency Housing Referral
-
- 661 - **ELIMINATE, USE 655**
Formerly: Adequacy of Emergency Shelter Placement other than hotel/motel
-
- 663 - **ELIMINATE**
Formerly: Involuntary move from Tier II to Tier I Emergency Housing Placement
-
- 664 - **ELIMINATE**
Formerly: Involuntary Discharge from Tier I Emergency Housing Placement
-
- 665 - **ELIMINATE**
Formerly: Length of stay in Tier I Placement
-
- 667 - **ELIMINATE, USE 675**
Formerly: Any other homeless related issue not identified by other code
-
- 674 - **ELIMINATE, USE 135**
Formerly: Replacement of Lost or Stolen Cash
-
- 678 - **ELIMINATE**
Formerly: Preventive Services Emergency Shelter
-
- 680 - **ELIMINATE, USE 149 OR 150**
Formerly: Drug Treatment for Homeless
-
- 683 - **ELIMINATE, USE 666**
Formerly: Failure to provide resident services while in Tier I or Tier II Shelter
-

OFFICE OF ADMINISTRATIVE HEARINGS

685 - **ELIMINATE**
Formerly: Denial rent arrears on basis rent exceeds shelter max
(Jiggets)

EMERGENCY ASSISTANCE CODES

651 CLOTHING

**653 FAILURE TO PROVIDE ALLOWANCE TO PREVENT EVICTION/
DISPOSSES S/FORECLOSURE**

(Failure to provide one shot deal to prevent eviction)

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
653	FAILURE TO PROVIDE ONE SHOT DEAL TO PREVENT EVICTION/ DISPOSSES S/ FORECLOSURE CATEGORY: EA ACTION: DENY/INAD	NONE	NYC: ISC # UPSTATE: LDSS	NYC FH HELD AT 14 Boerum Pl.

654 DENIAL OF EMERGENCY HOUSING REFERRAL (HOTEL/MOTEL/SHELTER) OTHER THAN FOR FAILURE TO UTILIZE HOUSING RESOURCES

(Denial of eligibility for emergency housing)

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
654	- DENIAL OF ELIGIBILITY FOR EMERGENCY HOUSING CATEGORY: EA ACTION: DENY	NONE	NYC: NDHS UPSTATE: LDSS	NYC FH HELD AT 14 Boerum Pl.

655 ADEQUACY OF EMERGENCY HOUSING PLACEMENT

(Applicant/Recipient challenging appropriateness/suitability of emergency housing placement)

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
655	- APPLICANT/RECIPIENT CHALLENGING THE APPROPRIATENESS OF EMERGENCY HOUSING PLACEMENT CATEGORY: EA ACTION: INAD	NONE	NYC: NDHS UPSTATE: LDSS	NYC HELD AT 14 Boerum Pl.

656 ADEQUACY OF, OR FAILURE TO PROVIDE, HOTEL/MOTEL ALLOWANCE

657 AMOUNT OF CLIENT CONTRIBUTION TOWARD COST OF EMERGENCY HOUSING

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
657	- AMOUNT OF CLIENT CONTRIBUTION TOWARD COST OF EMERGENCY HOUSING NYC CATEGORY: EA ACTION: REDU/INAD UPSTATE CATEGORY: FA/SNA ACTION: REDU/INAD	NONE NONE	NYC: ISC # UPSTATE: LDSS (SCHEDULING STATUS "N")	NYC FH HELD AT 14 Boerum Pl.

660 DISCONTINUANCE OF EMERGENCY SHELTER PLACEMENT DUE TO FAILURE TO ACCEPT OFFER OF PERMANENT HOUSING OR FAILURE TO COOPERATE IN FINDING PERMANENT HOUSING

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
660	RECIPIENTS RESIDING IN EMERGENCY HOUSING (SHELTERS) SANCTIONED FOR NOT FINDING PERMANENT HOUSING/NON COOPERATION CATEGORY: EA ACTION: DISC	NONE	NYC: NDHS UPSTATE: LDSS	NYC FH HELD AT 14 Boerum Pl.

662 DISCONTINUANCE OF EMERGENCY SHELTER PLACEMENT
(other than refusal of offer of permanent housing)
(see 654 for denials)

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
662	DISCONTINUANCE OF EMERGENCY SHELTER PLACEMENT CATEGORY: EA ACTION: DISC	NONE	NYC: NDHS UPSTATE: LDSS	NYC FH HELD AT 14 Boerum Pl.

NOTE:FOR EMERGENCYHOUSING/HOMELESS ISSUES, THE DEPARTMENT OF HOMELESS SERVICES (AGENCY NDHS) MAY BE INVOLVED.

OFFICE OF ADMINISTRATIVE HEARINGS

666 SPECIAL SERVICES FOR SHELTER RESIDENTS
 (Ex. To assist in finding permanent housing; bus service for children to attend school)

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
666	SPECIAL SERVICES FOR SHELTER RESIDENTS CATEGORY: EA ACTION: INAD	NONE	NYC: NDHS UPSTATE: LDSS	NYC FH HELD AT 14 Boerum Pl.

668 REPAIR OF ESSENTIAL HOUSEHOLD EQUIPMENT OR REPAIRS TO HOME

669 FURNITURE ALLOWANCE
 (Including establishment of a home)

670 SECURITY DEPOSIT AND/OR FIRST MONTH'S RENT
 (BROKER FEES)

671 MOVING EXPENSES

672 STORAGE FEES

673 UTILITY SHUT-OFF OR HEATING FUEL EMERGENCY

675 GENERAL EMERGENCY ISSUE - NOT COVERED BY OTHER CODE

676 EMERGENCY SNA OTHER THAN SHELTER, FUEL

677 FAILURE TO PROVIDE EMERGENCY ASSISTANCE DUE TO FAILURE TO SIGN REPAYMENT AGREEMENT OR FAILURE TO REPAY

679 SHELTER TIER II - INVOLUNTARY DISCHARGE
 Client must first **request** and **participate** in a hearing, held by the facility or by the Social Services district in which the facility is located. (358 3.1 (h))
 No right to Aid Continuing (358-3.6(e)).

CODE	CRITERIA	SUB - CAT.	AGENCY	
679	- NYC ONLY - CHALLENGES TO INVOLUNTARY SHELTER DISCHARGES - UPSTATE - SHELTER TIER II-INVOLUNTARY DISCHARGE CATEGORY: EA ACTION: INAD	NONE SHLT NOTE "SUB- CAT" FOR UPSTATE REQUEST ONLY	NYC: NDHS UPSTATE: LDSS	NYC FH HELD AT 14 Boerum Pl. UPSTATE: LDSS

681 FAILURE TO PROVIDE EMERGENCY SHELTER ALLOWANCE FOR AIDS/HIV PERSONS

NOTE:FOR EMERGENCYHOUSING/HOMELESS ISSUES, THE DEPARTMENT OF HOMELESS SERVICES (AGENCY NDHS) MAY BE INVOLVED.

OFFICE OF ADMINISTRATIVE HEARINGS

682 REPLACEMENT OF LOST OR STOLEN SSI CHECK OR CASH
(EAA)

684 FAILURE OF AGENCY TO ALLOW RECIPIENT/APPLICANT TO APPLY FOR EMERGENCY ASSISTANCE

***686 SHELTER SUPPLEMENT PROGRAMS**
(Ex. NYC programs-Housing Stability Plus: Family Eviction Prevention Supplement)
(FEPS)

***687 DENIAL OF EMERGENCY SHELTER-FAILED TO UTILIZE HOUSING RESOURCES**
(Ex. Other housing is available)

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
687	- DENIAL OF EMERGENCY SHELTER-FAILED TO UTILIZE HOUSING RESOURCES CATEGORY: EA ACTION: DENY	NONE	NYC: NDHS UPSTATE: LDSS	NYC FH HELD AT 14 Boerum Pl.

***688 FAILURE TO COMPLY WITH INDEPENDENT LIVING PLAN**

CODE	CRITERIA	SUB - CATEGORY	AGENCY	
688	- FAILURE TO COMPLY WITH INDEPENDENT LIVING PLAN CATEGORY: EA ACTION: DISC	NONE	NYC: NDHS UPSTATE: LDSS	NYC FH HELD AT 14 Boerum Pl.

*** DENOTES NEW CODE**

QUESTIONS TO ASK FOR UPSTATE EA TELEPHONE REQUESTS:

NOTE: ENTER INFORMATION ON COMMENT SCREEN

NOTE:FOR EMERGENCYHOUSING/HOMELESS ISSUES, THE DEPARTMENT OF HOMELESS SERVICES (AGENCY NDHS) MAY BE INVOLVED.

OFFICE OF ADMINISTRATIVE HEARINGS

1. What did client request from the Agency?
(EA, EAA, EHR, EAF, ONE SHOT DEAL for utility disconnect, eviction, etc.)
2. What is the reason given for the agency denial?
3. What was the date of the agency denial? Was it written or verbal?
4. The name of the LDSS worker and address of office where client applied.
5. Other relevant information
(ie. Shut off date, eviction date, homeless status)

NOTE:FOR EMERGENCYHOUSING/HOMELESS ISSUES, THE DEPARTMENT OF HOMELESS SERVICES (AGENCY NDHS) MAY BE INVOLVED.