Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 05-29
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Distribution:			**Subject:**
ALB OAH Staff [X]	**UPS ALJs** [X]	**Upstate LDSS** [ ]	Scheduling of MAR Issues Resumes at 330 West 34th Street
	SUP ALJs [X]		
NYC OAH Staff [X]	**NYC ALJs** [X]	**NYC Agencies** [X]	
	SUP ALJs [X]		

Effective November 28, 2005, the Office of Administrative Hearings will resume scheduling Medicaid Recertification (MAR) fair hearing issues at 330 West 34th Street. Since June, 2003, the MAR calendar has been scheduled at 14 Boerum Place due to space constraints at 34th Street.

It is important that Communication Intake Unit (CIU) staff do not process "schedule with" requests for MAR hearings with any request being scheduled at 14 Boerum Place. It will no longer be possible to combine processing as in the past.

This information is important for CIU staff who may receive inquiries as to the hearing location for future MAR calendars. Before giving any location information to appellants for MAR cases, CIU staff need to be reminded that although the Fair Hearing Information System will indicate a hearing location of 330 West 34th Street for all past and pending MAR cases, all cases scheduled prior to November 28, 2005 have an actual hearing location of 14 Boerum Place, Brooklyn and those scheduled November 28, 2005 and after have an actual hearing location of 330 West 34th Street, Manhattan.

If there are any questions with respect to this transmittal, you may contact your supervisor or Susan Fiehl at (518) 473-4779 or via email susan.fiehl@otda.state.ny.us.

Mark Lacivita, Director of Administration
Office of Administrative Hearings