

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>			<b>Transmittal Number:</b> 04-12
<b>Distribution:</b>			<b>Date:</b> November 22, 2004
			<b>Page:</b> 1 of 2
<b>ALB OAH Staff</b> <input checked="" type="checkbox"/>	<b>UPS ALJs</b> <input type="checkbox"/>	<b>Upstate LDSS</b> <input type="checkbox"/>	<b>Subject:</b>  Closing of Job Center 48 Bergen, Opening of Job Center 44, Fordham, Relocation of NPA FS Center F48 and NPA FS Center F45
	<b>SUP ALJs</b> <input type="checkbox"/>		
<b>NYC OAH Staff</b> <input checked="" type="checkbox"/>	<b>NYC ALJs</b> <input checked="" type="checkbox"/>	<b>NYC Agencies</b> <input checked="" type="checkbox"/>	
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>	(NHRA Only)	

Effective December 17, 2004 Job Center 48, Bergen, will close. Effective Monday, November 22, 2004, an edit was placed on the Fair Hearing Information System (FHIS) to prevent the entry of N048 in the agency field.

Clients have been assigned to various centers by zip code in accordance with the following instructions from the NYC Human Resources Administration. When processing requests from previous N048 clients, Communications Intake Unit staff should refer to this information to select and enter in the agency field the proper new center as determined by zip code.

As of November 16, 2004, Job Center 48, Bergen, cases were reassigned based on zip codes as follows:

10452, 10453, 10454, 10455                      has been assigned to Melrose Center #40  
10460, 10472                                      has been assigned to Crotona Center #46

and as of the week ending December 18, 2004:

10461, 10462, 10465, 10469                      will be assigned to Crotona Center #46  
10458, 10464, 10466, 10470, 10471, 10475      will be assigned to Fordham Center #44

Effective December 20, 2004, Job Center 44, Fordham, will open.

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Also, effective December 20, 2004, NPA FS Center F48 will relocate to the same location as Job Center 44, Fordham, and will cover the same zip codes as the Fordham Job Center, thus becoming NPA FS Center F44.

Effective December 20, 2004, NPA FS Center F45 will relocate to the same location as Job Center 38, Rider, and will cover the same zip codes as the Rider Job Center, thus becoming NPA FS Center F38.

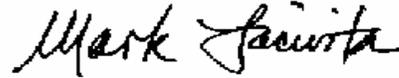
Zip codes for NPA FS cases are as follows:

10452, 10453	Rider F38
10451, 10452, 10453, 10454, 10455, 10456, 10459, 10473, 10474	Melrose F40
10458, 10464, 10466, 10470, 10471, 10475	Fordham F44
10457, 10460, 10461, 10462, 10463, 10465, 10467, 10468, 10469, 10472	Crotona F46

Edits will be placed in FHIS to prevent the entry of NF48 and NF45 in the agency field once they relocate to Job Centers 44 and 38, respectively.

Any cases with zip codes other than those indicated above can be checked against the standard zip code guide.

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email [90J029@dfa.state.ny.us](mailto:90J029@dfa.state.ny.us).



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