

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 04-14
Distribution:			Date: December 10, 2004
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ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: Changes in Coding NYC HEAP Issues on FHIS
	SUP ALJs <input 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"/>	(NHRA/NCDA Only)	

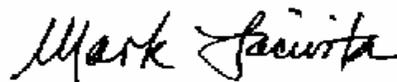
Effective immediately, it will no longer be necessary for Communications Intake Unit (CIU) staff to differentiate the different types of HEAP programs when coding NYC HEAP issues on the Fair Hearing Information System (FHIS). Inasmuch as Isolina Gonzalez is the contact for the following four administering programs: PA HEAP, FS HEAP, NCDA (NYC Community Development Agency), and NDFA (NYC Department for the Aging), use of NCDA in the Agency field in all four situations will result in proper notification to her office at NYC HEAP, 110 William Street, 9th Floor, New York, New York 10038.

It is important, to the extent that the information is available, to put the client's case number in the Case Number field. The case number is generally available on the automated HEAP notices being used this year. This will help Ms. Gonzalez in obtaining the proper case record in preparation for the hearing.

CIU staff should be aware that the Desk Reference Information on the bottom of the HEAP Issue Codes will be revised to reflect this change in coding which is as follows:

Agency: **NCDA**
Category: **HEAP**
Subcategory: **None**
Issue Code: **Any 800 Code**
Action: **DENY or INAD**
Hearing Location: **14 Boerum Place (FHIS will designate Hearing Location)**

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.



Mark Lacivita, Director of Administration
Office of Administrative Hearings