

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>			<b>Transmittal Number:</b> 02-01
			<b>Date:</b> January 14, 2002
<b>Distribution:</b>			<b>Page:</b> 1 of 1
<b>ALB OAH Staff</b> <input checked="" type="checkbox"/>	<b>UPS ALJs</b> <input checked="" type="checkbox"/>	<b>Upstate LDSS</b> <input type="checkbox"/>	<b>Subject:</b>
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>		Emergency Assistance/Foster Care Decision Processing
<b>NYC OAH Staff</b> <input checked="" type="checkbox"/>	<b>NYC ALJs</b> <input checked="" type="checkbox"/>	<b>NYC Agencies</b> <input type="checkbox"/>	
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>		

Recently, some problems have occurred with the handling of Emergency Assistance (EA) and Foster Care files that have caused delays in proper issuance of the decision and timely imaging of the file. To avoid future complications, please follow the procedures outlined below. All supervisors should review these procedures with appropriate staff to insure the procedures are followed and that staff is aware of processing time frames.

- 1) Hearing Officers and Supervising Hearing Officers are reminded to send EA and Foster Care files to Albany immediately. Heard (HRD) dispositions need to be recorded on the Fair Hearing Information System (FHIS) immediately.
- 2) Staff looking for files and/or accessing Panagon should be aware that EA and Foster care data on FHIS may be incomplete for up to 2-3 days for NYC hearings and up to 10 days for Upstate.
- 3) All EA and Foster Care files and decisions need to be processed immediately at each step of the process to avoid delays.
  - The Imaging Unit must immediately retrieve EA and Foster Care decisions each morning and deliver these decisions to Fair Hearing Decision Management Staff (FHDMS) staff.
  - EA and Foster Care files must be folder received (FLDR) upon receipt in Albany and Issue Data must be entered on the same day as foldering.

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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Mark Lacivita, Director of Administration  
Office of Administrative Hearings