

Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal Number:	02-04
Distribution:	Date:	January 31, 2002
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	Subject:	New NYC Income Support Center 49 (Refugee Center Annex)
ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input type="checkbox"/>	Upstate LDSS <input type="checkbox"/>
	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"/>	(HRA Only)

The New York City Human Resources Administration has established a new Income Support Center, ISC 49, Refugee Center Annex, located at 98 Flatbush Avenue, Brooklyn, New York 11217. Communications Intake staff can enter N049 in the agency field, effective immediately, which will result in the hearing being scheduled at 14 Boerum Place. Coding will be as follows:

Agency: N049
Category: SNA or FA
Subcategory: As appropriate
Action: REDU, DENY, DISC, or INAD
Issue Code: Any

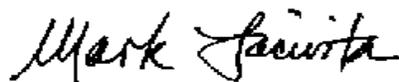
Use of N049 in the Agency field will result in notification to:

Ms. Rosalind Toliver, Director
Refugee Center Annex (ISC 49)
98 Flatbush Avenue, First Floor
Brooklyn, New York 11217

Electronic notices (OAH 457s, 1891s, modifications, etc.) will be generated via the Print Distribution System (PDS) to the existing print queue in operation at Center 47 since there is no print queue currently installed at Center 49.

An updated NYC Income Support/Job Centers listing will be available on the intranet, shortly. Please make pen and ink changes to your paper copies in the interim. Please note, this center was previously thought to be a DASIS (Division of Aides Services Income Support) center, however, we have since learned that it was an Income Support Center that has subsequently closed.

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