

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 01-10
Distribution:			Date: March 8, 2001
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ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: NYC HRA ISC 62 Closing
	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"/>	NYC HRA Only	

Effective February 5, 2001, it will no longer be possible to enter N062 in the agency field on the Fair Hearing Information System (FHIS) inasmuch as Income Support Center 62 (Clinton) has closed. Many of these cases have been assigned to Income Support Center 67, however, when coding requests identified as being from ISC 62, Telephone Intake staff can attempt to ascertain the newly assigned center number, if available, from the appellant.

Otherwise, the new center number should be available on the Welfare Management System (WMS), and to the extent that Communications Intake staff have a need to otherwise access WMS to properly code the request, they may do so. If the new center number is not readily available, these cases should be coded as NIM in the agency field, at which time NYC Human Resources Administration staff can advise of the correct Income Support Center prior to scheduling.

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

