

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>			<b>Transmittal Number:</b> 01-41
			<b>Date:</b> September 12, 2001
<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"/>		Closing of NYC Hearing Location at 109 East 16 <sup>th</sup> Street
<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"/>	<b>HRA/NOES/NBEG Only</b>	

After September 27, 2001, the Office of Administrative Hearings will no longer schedule fair hearing calendars at 109 E. 16<sup>th</sup> Street, New York, New York, as the staff will move from that site on September 28, 2001. Fair hearings previously scheduled at that location will now be scheduled at 14 Boerum Place, Brooklyn. The fair hearings affected by this include those scheduled against NOES, NBEG, as well as NTBU, N039, N052, N038, N044, N045, N046, and N048.

Communications Intake Staff should take note of the following change when inputting employment-related issues on the Fair Hearing Information System. Previously, for those centers that are “non-Job Centers,” when the fair hearing request involved employment-related issues, the NYC Office of Employment Services or BEGIN Program was notified by indicating NOES or NBEG in the primary agency field. Employment-related notices generated by “Job Centers” required the inclusion of NOES or NBEG as a secondary agency.

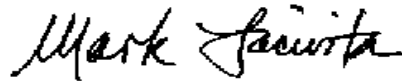
After September 7, 2001, Communications Intake staff should input the appropriate center number (N0\_ \_) in the first agency field and, as a means of identifying that the case involves an employment-related issue, either NOES (if SNA) or NBEG (if FA) in the secondary agency field. This will result in notification to the center as well as to HRA staff at 14 Boerum Place and will result in the case being scheduled on the center-based calendars at 14 Boerum Place. Coding is as follows:

Agency: N0\_ \_/NOES or N0\_ \_/NBEG  
Category: SNA or FA  
Subcategory: None  
Issue Code: Any employment-related code  
Action: DISC, REDU, INAD, or DENY  
Hearing Location: 14 Boerum Place

Please note: There is no longer a need to separate employment from non-employment issues; they may be included on a single request.

Please note, since appellants will no longer be able to access 109 East 16<sup>th</sup> Street, if appellants want to go in person to an alternate hearing site to make a hearing request, an adjournment, redirect, non-compliance complaint, or request for any other modification, staff can direct them to the 14 Boerum Place site.

The updated NYC Hearing Location by Agency document will be available on the Intranet. 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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Office of Administrative Hearings