

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 01-43
			Date: September 14, 2001
Distribution:			Page: 1 of 1
ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject:
	SUP ALJs <input type="checkbox"/>		New Job Center #39, Union Square Job Center
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/N039 Only	

Effective immediately, the NYC Human Resources Administration has established a new Job Center at 109 East 16th Street, 4th Floor, New York, New York known as the Union Square Job Center #39. Previously Center 39 handled exclusively "Pride 2000" cases. They will now handle all issues for Pride 2000 and non-Pride 2000 cases. If the fair hearing request involves a non-employment-related issue, Communications Intake staff should use N039 in the first agency field, as follows:

Agency: N039
 Category: SNA or FA
 Subcategory: As appropriate
 Issue Code: Any non-employment-related code
 Action: DISC, REDU, INAD, OR DENY
 Hearing Location: 14 Boerum Place

If the fair hearing request involves an employment-related issue, in addition to entering N039 in the primary agency field, NOES or NBEG should be entered as the secondary agency, as follows:

Agency: N039/NOES (if SNA) -or- N039/NBEG (if FA)
 Category: SNA or FA
 Subcategory: As appropriate
 Issue Code: Any employment-related code
 Action: DISC, REDU, INAD, OR DENY
 Hearing Location: 14 Boerum Place

Communications Intake Staff can combine non-employment and employment-related issues in one request. The updated NYC Income Support Center/Job Center listing 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.



Mark Lacivita, Director of Administration
 Office of Administrative Hearings