Office of Administrative Hearings (OAH)	Transmittal Number: 00-13
Procedures Transmittal	Date: May 4, 2000
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Distribution:	Subject: New Job Centers
ALB OAH Staff [x] UPS ALJs/ [ ] Upstate LDSS [ ] SUP ALJs [ ]	Yorkville (ISC 19) East Harlem (ISC 32) Fulton (ISC 61)
NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [x] SUP ALJs [x] HRA/NOES/NBEG	Rockaway (ISC 79)

Effective immediately, the Yorkville Job Center (ISC 19), East Harlem Job Center (ISC 32), Fulton Job Center (ISC 61), and the Rockaway Job Center (ISC 79) have assumed responsibility from the NYC Office of Employment Services (NOES) for processing employment-related sanctions, in the same manner that the Bushwick (ISC 66), Greenwood (ISC 85), and the Richmond (ISC 99) Job Centers now administer employability-related issues (see OAH Transmittals 99-22 and 99-08). The Office of Employment Services continues to require notification of hearing requests from Job Centers and should be included as the secondary agency, as follows:

Agency: N019/N0ES; N032/N0ES; N061/N0ES; or N079/N0ES
or
N019/NBEG; N032/NBEG; N061/NBEG; or N079/NBEG

Category: HR or ADC
Subcategory: None
Issue Code: Any employment-related code
Action: DISC, REDU, INAD, OR DENY
Hearing Location: 80 Centre Street

The notices generated from these centers will indicate "Yorkville Job Center," "East Harlem Job Center," "Fulton Job Center," or "Rockaway Job Center" in the top left-hand corner of the notice instead of "Office of Employment Services," and the Income Support Center number (19, 32, 61, or 79) will appear in the "IM Center" field.

In processing requests pursuant to these notices, Communications Intake Staff can combine non-employment and employment-related issues in one request. An edit has been programmed into FHIS that will not allow SP02 to be entered in the Subcategory field for Job Centers 19, 32, 61, or 79. You will be advised as further centers become Job Centers. Any questions can be directed to your supervisor or you may contact Sue Fiehl at (518) 473-4779 or via email 90J029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings