Office of Administrative Hearings (OAH)	Transmittal Number: 00-20
Procedures Transmittal	Date: July 24, 2000
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: New Job Centers ISC 26 and ISC 51
NYC OAH Staff [x] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [x] HRA/NOES/NBEG	

Effective immediately, the St. Nicholas Job Center (ISC 26) and the Queensboro Job Center(ISC 51) have assumed responsibility from the NYC Office of Employment Services (NOES) for processing employment-related sanctions, in the same manner that the Yorkville (ISC 19), East Harlem (ISC 32), Fulton (ISC 61), Clinton (ISC 62), Bushwick (ISC 66), Bayridge (ISC 70), Rockaway (ISC 79), Greenwood (ISC 85), and the Richmond (ISC 99) Job Centers now administer employability-related issues (see OAH Transmittals 99-51, 99-22, 99-08, 00-13). 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:	N026/N0ES; N051/N0ES or N026/NBEG; N051/NOES
Category:	HR or ADC
Subcategory:	None
Issue Code:	Any employment-related code
Action:	DISC, REDU, INAD, OR DENY
Hearing Location:	14 Boerum Place

The notices generated from these centers will indicate "St. Nicholas" or "Queensboro" Job Center in the top left-hand corner of the notice instead of "Office of Employment Services," and the Income Support Center number (26 or 51) 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 26 or 51. Please note: Since the scheduling of SP02 calendars has been discontinued, it is no longer necessary to enter SP02 in the Subcategory field on any request.

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