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| Office of Administrative Hearings (OAH) | Transmittal Number: 00-23 |
| Procedures Transmittal | Date: July 24, 2000 |
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| Distribution: | |
| ALB OAH Staff [x] UPS ALJs/ [] Upstate LDSS [] | Subject: New Hearing Site for Selected Centers |
| SUP ALJs [] | |
| NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [x] | |
| SUP ALJs [x] HRA Only | |

At the request of the New York City Human Resources Administration, effective July 31, 2000, fair hearing requests involving selected centers will no longer be scheduled at the 14 Boerum Place hearing site. Rather, the hearing location will be 109 East 16th Street, New York, New York. These centers are as follows:

26
35
38
40
44
45
46
48

Appellants whose scheduling notice was previously mailed with the hearing location listed as Boerum Place have been sent a letter advising them of the correct location (including subway directions) and advising them that there has been no change in the hearing date and time. Letters were sent to appellants and representatives on all calendars scheduled on July 31, 2000 and August 1, 2000 for centers 40 and 46, and centers 40, 48, 38, and 45, respectively. All future scheduling notices for calendars August 2 and beyond will contain the correct hearing location.

Please note that all EA (Emergency Assistance) and HEAP (Home Energy Assistance) issues, even those generated by the above centers, will continue to be scheduled and held at 14 Boerum Place.

Administrative Law Judges please note: It is important to continue to ensure that the appropriate caption is selected when drafting decisions in accordance with whether the issue comes within the jurisdiction of the Department of Labor or the Office of Temporary and Disability Assistance.

Any questions can be directed to your supervisor or to Sue Fiehl at (518) 473-4779 or via email 90j029@dfa.state.ny.us.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings