Office of Administrative Hearings (OAH)	Transmittal Number: 99-36
Procedures Transmittal	Date: August 9, 1999
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: NYS Department of Labor (Subcategory DOL) Change of Address and Telephone Number
NYC OAH Staff [x] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [ ]	

Effective immediately, we have been informed of the following change of address and telephone number for an individual who receives informational copies of decisions only for all employment issues in selected Upstate counties. These requests are coded with the Subcategory DOL (NYS Department of Labor). The local district shall continue to receive primary notification in these cases and continues to be responsible to prepare for and appear at hearings.

Former Contact Information	New Contact Information
NYS Department of Labor Att: Jim Cook 70 East Washington Street Geneva, NY 14456	NYS Department of Labor Att: Jim Cook P.O. Box 1186 Geneva, NY 14456 Telephone: (315) 781-0291 Fax: (315) 781-2289

Inputting "DOL" in the Subcategory field on FHIS (PFREQ1) for any Upstate employment issue will generate a copy of the decision (as appropriate) to Mr. Cook.

Please update your records to reflect this change and note that this transmittal supersedes OAH Transmittal 97-47. If you have any questions regarding this transmittal, contact Sue Fiehl at (518) 473-4779 or via e-mail 90J029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings