

Office of Administrative Hearings (OAH)	Transmittal Number: 99-46
Procedures Transmittal	Date: October 28, 1999
Distribution:	Page: 1 of 2 (plus att)
ALB OAH Staff [x] UPS ALJs/ [] Upstate LDSS []	Subject: The New York City Bureau of Fraud Investigation (NBFI) As a Primary Agency
SUP ALJs []	
NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [x]	
SUP ALJs [x] NBFI, HRA Only	

Effective immediately, when coding requests for hearings generated by the New York City Bureau of Fraud Investigation, NBFI will be entered as the primary agency in the Fair Hearing Information System (FHIS). This is a change from previous coding instructions which required that the Income Support Center be entered in the primary field and NBFI in the second or third agency field. Since this change will result in the scheduling of these cases on a separate NBFI calendar, it is important that these calendars be limited to the following issues with all other requested issues scheduled separately to the appropriate calendar:

- Fleeing Felons (use issue code 116)
- Inter-State Fraud Cases, i.e. PA in more than one jurisdiction (use issue code 125)
- Bank Matches (use issue code 073)
- 1099 Matches (use issue code 021)
- New York City Payroll Matches (use issue code 021)

Coding is as follows:

First Agency Field: NBFI/N0__ or NBFI/NIM
Category: HR or ADC
Subcategory: None
Issue Code(s): PA: 021, 073, 116, or 125
MA: 206, 207, or 271
FS: 405, 412, 418, or 426
Action: REDU, DISC, INAD, or DEN
Hearing Site: 80 Centre Street

Communications Intake staff should be aware when processing a computer-generated notice that requires CCCP notice matching, the agency will "pull over" as "NCFI" in the secondary agency field on PFREQ1. The "NCFI" must be corrected to "NBFI" and moved into the primary agency field from the secondary agency field on PFREQ1 to ensure eventual scheduling on the NBFI calendar.

Communications Intake staff should be aware when processing a CNS notice match that the CNS notice will reference the agency as "CFI" (see attached notice) and the agency will "pull over" as "NCFI" in the secondary agency field on PFREQ1. The "NCFI" must be corrected to "NBFI" and moved into the primary agency field from the secondary agency field on PFREQ1 to ensure eventual scheduling on the NBFI calendar.

Use of the NBFI agency field code will ensure notification and issuance of the decision to:

Bureau of Fraud Investigation
Att: Edmund Coleman, Deputy Assistant Director
60 Hudson Street, 8th Floor
New York, New York 10013

Telephone: (212) 274-5392
Fax: (212) 274-4755

These fair hearings will be scheduled at 80 Centre Street beginning October 15, 1999. All previously coded requests have been converted to the proper coding. This transmittal supersedes information in Office of Administrative Hearings (OAH) Procedures Transmittal 97-12 issued on May 15, 1997 and 98-40 issued on October 26, 1998.

Any questions can be directed to your supervisor or Sue Fiehl at (518) 473-4779 or via e-mail 90J029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment