Office of Administrative Hearings (OAH)	Transmittal Number: 99-47
Procedures Transmittal	Date: October 28, 1999
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: Agency Field N039, Pride 2000, Cases to be Scheduled at 109 East 16th Street
NYC OAH Staff [x] NYC ALJs/ [x] SUP ALJs [x] NYC Agencies [x] N039 and HRA	

Effective October 23, 1999, fair hearing requests involving notices issued by the Pride 2000 program, a program to bring the "hard to engage" into the New York City Human Resources Administration's total engagement effort, should be coded utilizing Agency N039 in the first agency field. This will generate scheduling at our hearing location at 109 East 16th Street. The appellant's "home" center should appear in the second agency field. Sometime after January 1, 2000 when Center 39 is fully operational, it will no longer be necessary to enter the "home" center in the secondary agency field; however, until further notified, coding for these cases is as follows:

Agency:	N039/N0__ or N039/NIM
Category:	HR or ADC
Subcategory:	None
Issue Code:	Any
Action:	DENY, DISC, REDU, or INAD

A system edit has been created which will not allow the entry of subcategory SP02 (NYC Triage Calendar/Single Issue) when N039 is the designated agency. Notices are identifiable by the Pride 2000 program address in the upper left corner of the notice as set forth below (see attached notice):

Pride 2000
109 East 16th Street
New York, New York 10003

A revised list of NYC Hearing Locations by Agency, including the N039 agency, is also attached for your reference. If you have any questions, please contact your supervisor or 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

Attachment