Office of Administrative Hearings (OAH)	Transmittal Number: 98-02
Procedures Transmittal	Date: January 16, 1998
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Distribution:

ALB OAH Staff [X]	UPS ALJs/ [ ]	Upstate LDSS [ ]	Subject: Agency Coding and New Contact for Division of Aids Services (NDAS)
	SUP ALJs [ ]		
NYC OAH Staff [X]	NYC ALJs/ [ ]	NYC Agencies [X]	
	SUP ALJs [ ]	NDAS Only	

Effective immediately, all issues involving benefits provided by the New York City Division of Aids Services (NDAS) require the use of NDAS in the agency field. Although issues may include payment issues (handled by the responsible Income Support Center) or homemaking services, notification to the proper party will be made by the new contact, Mr. Leon Rosenbaum. Use of NDAS will generate notification of fair hearing requests, redirects, notices, adjournments, decisions, and non-compliance to Mr. Rosenbaum at the following address:

Division of Aids Services
Att: Mr. Leon Rosenbaum
11 West 13th Street, 5th floor
New York, New York 10011

Telephone Number: (212) 620-9551
Fax Number: (212) 620-5092

Please note, the NDAS agency field designation should only be entered in the second or third agency field when coding these requests. If you have any questions regarding this transmittal, please contact 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