Office of Administrative Hearings (OAH)	Transmittal Number: 98-09
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Distribution:

ALB OAH Staff [x]	UPS ALJs/ [ ] SUP ALJs [ ]	Upstate LDSS [ ]	Subject: Income Support Center #99 (Richmond) "Calendar-Specific" Scheduling
NYC OAH Staff [x]	NYC ALJs/ [ ] SUP ALJs [ ]	NYC Agencies [x] Center #99 and HRA Only	

Effective immediately, as a pilot, PA fair hearing requests for Income Support Center #99 (Richmond) will be placed on a center-specific calendar only. For scheduling purposes, Communications Intake staff should no longer assign subcategories SP01 and SP02 to cases from Income Support Center #99, even if the case meets the specific criteria for SP01 or SP02 coding. This procedural change does not, however, affect requests coded with a dual agency field such as NEVR/099, BEGN/099, NIAR/099, or NOES/099, which will continue to be assigned to the NEVR, BEGN, NIAR, or NOES calendars, as before.

If this pilot results in the anticipated results of increasing the NYC Human Resources Administration's (HRA) ability to prepare for and defend its actions at fair hearings, the practice of devising center-specific calendars may be expanded to other Income Support Centers.

Please note, if a fair hearing request is inadvertently processed with subcategory SP01 or SP02 and is, therefore, assigned to the triage or SOS part, no adjournments should be granted to reschedule the hearing on a center-specific calendar. Such cases should be heard by triage or SOS staff.

If you have any questions regarding this transmittal, please contact Sue Fiehl at (518) 473-4779 or via e-mail 90j029.

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Office of Administrative Hearings