

Office of Administrative Hearings (OAH)	Transmittal Number: 98-10
Procedures Transmittal	Date: March 17, 1998
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Distribution:	
ALB OAH Staff [X]    UPS ALJs/ [ ]    Upstate LDSS [ ]	Subject: Notification for NYC PA HEAP Requests
SUP ALJs [ ]	
NYC OAH Staff [X]    NYC ALJs/ [ ]    NYC Agencies [X]	
SUP ALJs [ ]    HRA & NCDA Only	

Effective immediately, the contact for issues involving New York City Public Assistance Home Energy Assistance Program (PA HEAP) applicants or recipients will be the current contact for the NYC Community Development Agency (NCDA), now known as the Division for Youth and Community Development (DYCD), as follows:

NYC Division for Youth and Community Development (DYCD)  
 Atten: Ms. Isolina Gonzalez  
 156 William Street, 3rd Floor  
 New York, New York 10038

Although the coding remains the same as before, i.e. Communications Intake staff will code the Income Support Center (ISC#) or NIM (if the center number is unknown) in the agency field, and HEAP in the category field, this coding will ensure that that all Notices of Request (DSS 1891), Notices of Scheduling (DSS 457), Notices of Modification (DSS 2846) and Decisions After Hearing will be forwarded to the Income Support Centers and Ms. Gonzalez. Ms. Gonzalez's office, rather than the IS Centers, will handle preparation for the hearing, representation at the hearing, and complaints of non-compliance with the decision after hearing. Coding, therefore, remains as follows:

Agency:            ISC# or NIM  
 Category:           HEAP  
 Subcategory:       None  
 Action:             DENY/INAD  
 Issue Code:        851-859

It is anticipated that this revised notification procedure will result in fewer PA HEAP cases actually coming to hearing since, when possible, the central HEAP office will attempt to resolve the issues with the appellant, or if the hearing proceeds, there will be a greater likelihood that the required evidence will be submitted by the agency at the time of the hearing. If you have questions, contact your supervisor or Sue Fiehl at (518) 473-4779 or via email 90j029.

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Mark Lacivita, Director of Administration  
 Office of Administrative Hearings

cc: Delantheya Evans, NYC HEAP Director  
 William Dworkin, NYC Director, Division of Fair Hearings