

Office of Administrative Hearings (OAH)	Transmittal Number: 98-27
Procedures Transmittal	Date: 7/22/98
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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [] Upstate LDSS []	Subject: Homemaking Issues Administered by NDAS (NYC Division of Aids Services)
SUP ALJs []	
NYC OAH Staff [X] NYC ALJs/ [X] NYC Agencies [X]	
SUP ALJs [X] NCWA/NDAS Only	

Certain homemaking services provided in New York City are now administered by the HRA Division of Aids Services (NDAS) rather than the NYC Administration for Children's Services (ACS)--coded NCWA on the Fair Hearing Information System (FHIS). When it is known that the homemaking services at issue at the hearing are, in fact, provided by NDAS, the coding will continue as before with NCWA in the first agency field and NDAS in the second agency field. This is necessary to continue to schedule these cases on the NCWA calendar at 80 Centre Street; however, it will be understood that when notice is generated to NDAS, preparation for the hearing and representation at the hearing will be handled by NDAS, not NCWA.

In an effort to assist NCWA in determining which cases on their calendar require their preparation and representation, it is important that intake staff include in the FIRST LINE of the comments on PFREQ3 on FHIS, for cases known to be administered by NDAS, the following message: "Not NCWA but NDAS." This only applies when it is known that benefits are administered by NDAS; if it is unclear which agency is the responsible party, do not add this language in the comments. This instruction pertains to homemaking issues only, not all issues, administered by NDAS. It may be helpful, when handling telephone intake, to include in your interview of the appellant a question as to which agency provides the homemaking services.

Coding, therefore is as follows:

Agency:	NCWA/NDAS
Category:	SERV
Subcategory:	None
Issue Code:	304 or 307
Action:	DENY, DISC, REDU, or INAD
Comments:	"Not NCWA but NDAS" in the first line, if the agency is ascertained at the time of request. A complete description of the issue should follow.

The use of this coding will generate initial notification and all subsequent hearing-related communication to the following agency directors:

Administration for Children's Services (ACS)
Attention: Steve Karp--FH Compliance
80 Lafayette Street, Room 1540
New York, NY 10013

Telephone: (212) 266-2538
Fax: (212) 266-2892

-and-

HRA Division for Aids Services (NDAS)
Attention: Sandra Canady, Deputy Director*
11 West 13th Street, 5th Floor
New York, New York 10011

Telephone: (212) 620-5004
 or 620-9378 (Marie Derrick)
Fax: (212) 620-4784

*The contact for NDAS was previously Leon Rosenbaum at the same address. Ms. Canady will now receive all material intended for NDAS.

If you have any questions, please 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