

Office of Administrative Hearings (OAH)	Transmittal Number: 98-28
Procedures Transmittal	Date: 8/11/98
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Distribution:	
ALB OAH Staff [X]    UPS ALJs/ [ ]    Upstate LDSS [ ]	Subject:
SUP ALJs [ ]	New Agency Field:
NYC OAH Staff [X]    NYC ALJs/ [X]    NYC Agencies [X]	NYC Computer Match Unit
SUP ALJs [X]	(NCMU)

Communications Intake staff can expect to see New York City notices from a new Income Support Center, the Computer Match Unit (NCMU). Although many of the notices rendered by this center deal with the discontinuance of Public Assistance, Medicaid, and Food Stamps for failure to complete and/or return the request for information about employment earnings, and it is anticipated that the actions taken by NCMU will primarily consist of discontinuances and reductions, fair hearing requests generated by actions of this center are not limited to these. A sample notice is attached. (Please note, the correct agency name is NCMU, NOT NMCU, as inadvertently indicated on this sample notice.)

The WMS closing code primarily used is 59-5. Unique to the NCMU-generated notices is program code "C." The notices will provide reference to both NCMU and the Income Support Center number. Accordingly, fair hearing requests pursuant to these notices should be processed with NCMU in the primary agency field and the Income Support Center number referenced in the secondary agency field. Further coding instructions are set forth below:

Agency:            NCMU/ISC# or NIM  
Category:           HR or ADC  
Subcategory:        SP02 (If notice-based DISC or REDU)  
Issue Code:         Any issue  
Action:              REDU, DISC, INAD, or DEN

Use of this coding will ensure that these cases are initially calendared at 80 Centre Street on the SP02 calendar, if appropriate, with possible subsequent assignment to a hearing part. The NCMU agency field should, however, only be used if the notice (either the handwritten manual notice or the NCCCP computer-generated notice) indicates NCMU. Use of NCMU in the agency field will ensure that the following individual receives initial hearing notification and all subsequent hearing-related communication:

HRA Family Independence Administration  
Atten: Karen Bryant, Director  
Computer Match Unit  
213 Duffield Street, 1st Floor  
Brooklyn, New York 11201

Telephone: (718) 237-7596  
Fax: (718) 237-7597

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

Attach.