

Office of Administrative Hearings (OAH)	Transmittal Number: 98-51
Procedures Transmittal	Date: December 15, 1998
	Page:1 of 2 plus attach.
Distribution:	
ALB OAH Staff [X] UPS ALJs/ [] Upstate LDSS []	Subject: NYC Department of Homeless Services Shelter Placements for SNA Singles
SUP ALJs []	
NYC OAH Staff [X] NYC ALJs/ [] NYC Agencies [X]	
SUP ALJs [] NDHS Only	

Effective November 30, 1998, The City of New York Department of Homeless Services (NDHS) implemented a change in front-end eligibility determinations for SNA singles with respect to placement in shelters. In an effort to limit overcrowding at the popular shelters, such as Bellevue in Manhattan, a review of cases involving individuals known to the shelter system within the last six months has been undertaken, and participants have been informed that they must report to their officially assigned shelter. They will not be permitted to reapply at an alternate shelter, but will, in fact, be given a notice of action, entitled Action Taken on Your Request for Assistance to Meet an Immediate Need or a Special Allowance (DHS/DSS-40026), if they refuse to go to the shelter to which they are officially assigned. (See attached notice). Recipients will be provided with transportation costs to their assigned shelter. Coding in situations where the client refuses to report to his/her officially assigned shelter is as follows:

Agency: NDHS
Category: EA
Subcategory: None
Issue Code: 661 (Adequacy of Emergency Shelter Placement...)
Action: INAD

Effective December 14, 1998, notices of denial (DHS/DSS-40026) of placement will be given to SNA single individuals (as distinguished from Tier I or II eligible families) who refuse to be finger imaged, refuse to cooperate with applying for public assistance or otherwise refuse to cooperate, or refuse a particular placement. The precise reason for the action will be indicated on the DHS/DSS-40026. When processing these requests, intake staff should question whether the appellant was applying as a single individual rather than a family to assist in the proper scheduling of these requests. Coding for these denials of new applicants and those individuals who have not received shelter services within the last six months is as follows:

Agency: NDHS
Category: EA
Subcategory: None
Issue Code: 662 (Denial/Discontinuance of Emergency Shelter)
Action: DEN

All requests processed pursuant to the above-mentioned notice should be coordinated through the Multiple Task Unit to ensure that hearings are scheduled within appropriate timeframes for EA issues. New York City staff should continue to contact the Multiple Task Unit to obtain the hearing date.

Any questions can be directed to your supervisor or Sue Fiehl at
(518) 473-4779 or via email 90j029.

Attachment

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Mark Lacivita, Director of Administration
Office of Administrative Hearings