Office of Administrative Hearings (OAH)	Transmittal Number: 97-03
Procedures Transmittal	Date: January 29, 1997
Distribution:	
ALB OAH Staff [x] UPS ALJs/ [x] Upstate LDSS [x] SUP ALJs [x]	Subject: New Agency Code for Home Hearings (NYS9)
NYC OAH Staff [x] NYC ALJs/ [ ] NYC Agencies [x] SUP ALJs [ ]	

Effective immediately, agency code NYS9 has been established to notify Legal Services for the Elderly when Homebound Hearings will be scheduled. The agency information is as follows:

Legal Services for the Elderly
Att: Valerie Bogart, Esq.
130 West 42nd Street, 17th Floor
New York, New York 10036

Telephone Number: (212) 391-0120
Fax Number: (212) 719-1939

Staff from the Homebound Hearing Unit will enter the NYS9 code when a Homebound Hearing is removed from "T" (Telephone Hearing) status and placed into "H" status (Home Hearing); Hearing Type H3. When the NYS9 code is entered in the Agency field, a DSS-1891, DSS-457, Decision After Hearing, and, when applicable, Aid-to-Continue Directive, and Modification Form will be electronically generated for distribution to Ms. Bogart.

Please refer to your Desk Reference Guide for more information on specific coding instructions. Questions regarding this transmittal can be addressed to Sue Fiehl at (518) 473-4779 or via e-mail, 90J029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings