

Office of Administrative Hearings (OAH)	Transmittal Number: 97-16
Procedures Transmittal	Date: May 21, 1997
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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [] Upstate LDSS []	Subject: Expedited Scheduling for NDHS EA Requests Received via Correspondence/Fax
SUP ALJs []	
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SUP ALJs []	

A procedure has been established to ensure that New York City Department of Homeless Services (NDHS) Emergency Assistance (EA) requests for hearings which are received via fax or correspondence are scheduled within 48 hours of receipt similar to the procedure already in place for NDHS EA telephone or walkin requests. Although the current volume is low, it is important that all such requests are handled in this expedited manner. These requests are handled by staff in the Multi-Task Unit, currently Jo Ann Gerber, and should be brought to her attention in every instance.

Ms. Gerber will follow the following guidelines in disposing of these requests:

Requests received via fax or correspondence which contain a phone number, and provided that the appellant is accessible at that phone number, will be given a scheduling date that is within 48 hours of receipt of the request. If there is no phone number and Ms. Gerber is unsuccessful in obtaining a phone number from the Welfare Management System (WMS) or otherwise, the request will be scheduled six days out (this includes Monday through Saturday in the count). The scheduling notice will be generated overnight and mailed routinely via U.S. mail.

Ms. Gerber will coordinate with NYC OAH Acting Associate Counsel, Sebastian Addamo, any requests that are questionable as to whether they require expedited scheduling. Questions regarding this transmittal can be directed to your supervisor or to Sue Fiehl at (518) 473-4779 or via email 90j029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings