

Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal Number: 97-42
	Date: December 19, 1997 Page: 1 of 2
Distribution: ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs/ <input type="checkbox"/> Upstate LDSS <input type="checkbox"/> SUP ALJs <input type="checkbox"/> NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs/ <input type="checkbox"/> NYC Agencies <input type="checkbox"/> SUP ALJs <input type="checkbox"/>	Subject: Change in NYC Procedures When Adjourning Cases to Telephone Hearings

The Telephone Hearing Adjournment procedures have changed for New York City Calendar Management Unit staff, as noted in bold:

When an appellant requests an adjournment of an office hearing to be rescheduled as a telephone hearing, NYC Calendar Management Unit staff completes the Homebound Questionnaire.

An FHIS printout with the reason for the adjournment noted is given to assigned staff (currently Ms. Lucie Virola at 80 Centre Street, Ms. Nelly Liranzo at the OES office, or Ms. Evelyn Cobian at the MA office.)

The assigned staff person enters the adjournment on the PFHMOD 03 screen, using the code "27", the Scheduling Status of "M," the Hearing Type "H1," and the location as "MANH", and enters "NYS6" in the agency field and the issue code "999" on the PFHREQ 02 screen.

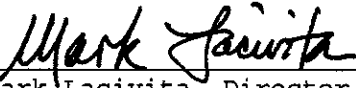
The questionnaires, with their accompanying printouts, are given to assigned NYC Calendar Management Unit staff, currently Ms. Melida Thomas, who will match the paperwork to the appropriate file and forward the file to the Albany Homebound Telephone Unit. In the event that the file has been folder received in Albany without the questionnaire and printout, Ms. Thomas should send the questionnaire and printout directly to the Albany Homebound Telephone Hearing Unit.

The above changes, specifically the "M" scheduling status, will eliminate the possibility that cases that require telephone hearings will be inadvertently rescheduled as regular office hearings.

To adjourn a case that is already scheduled as a telephone hearing (currently identified in FHIS as H2), the adjournment should be processed on the PFHMOD 03 screen as OADG to "T" scheduling status. This is a change for NYC Calendar Management staff who previously processed these cases as OADG to "P" scheduling status. These cases are already distinguished by the green color and are, therefore, not as likely to be inadvertently rescheduled as a regular office hearing; however, this change in procedure is intended to provide consistency in processing for Albany and NYC staff.

There is no change in processing home (H3) hearings. These should be referred to and processed by the Albany Homebound Telephone Hearing Unit.

If you have any questions regarding this transmittal, please contact your supervisor or Sue Fiehl at (518) 473-4779 or via e-mail 90j029.



Mark Lacivita, Director of Administration
Office of Administrative Hearings