Office of Administrative Hearings (OAH)	Transmittal Number: 97-47
Procedures Transmittal	Date: December 4, 1997
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Distribution:

ALB OAH Staff [x]	UPS ALJs/ [x] SUP ALJs [x]	Upstate LDSS [x] & NYS DOL	Subject: New Subcategory DOL for Upstate Employment Cases
NYC OAH Staff [ ]	NYC ALJs/ [ ] SUP ALJs [ ]	NYC Agencies [ ]	

Effective immediately, a new Subcategory, DOL, has been established for use when coding all Upstate fair hearing requests that involve employment issues. When the DOL Subcategory is used, the Fair Hearing Information System will generate scheduling notices, modifications, and decisions for designated counties in the Region II area to the following individual:

New York State Labor Department
Att: Jim Cook
70 East Washington Street
Geneva, New York 14456

Telephone: (315) 789-1771
Fax: (315) 781-2289

The issue codes and Desk Reference Guide have been modified to reflect this change. If you have any questions regarding this transmittal, please contact your supervisor or Sue Fiehl at (518) 473-4779 or via e-mail 90J029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings