

The FHIS system serves as an electronic file of information that tracks the history of a fair hearing request. The accuracy of information in the electronic file depends on the input of Intake staff. It is, therefore, imperative that all staff who handle reopen requests adhere to the procedures set forth for reopen denied cases. The reopen denial procedure must be followed even in circumstances where the appellant is denied having the hearing reopened and a new fair hearing request is taken simultaneously. For instructions on reopen denial procedures, New York City staff should refer to OAH Transmittal 95-22 and Albany staff can refer to the July 28, 1994 memorandum to CIU staff referenced as "Requests for Reopens".

If you have any questions regarding this new procedure, please contact Sue Fiehl at 473-4779 or e-mail 90j029.

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Mark Lacivita, Director of Administration
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