Office of Administrative Hearings (OAH)	Transmittal Number: 96-23
Procedures Transmittal	Date: June 20, 1996
Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: New Procedure for Returned DSS-4482, Transmittal of Fair Hearing Decision
NYC OAH Staff [X] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [ ]	

Effective immediately, this office will no longer file returned forms DSS-4482, Transmittal of Fair Hearing Decision, plus the Decision After Fair Hearing (hereinafter referred to as the DSS-4482). Upon receipt of the returned DSS-4482, Administrative Support Unit staff will enter in the Message field "DSS-4482 returned to OAH", the date and code indicating the reason for the return (see below). In the case of a representative's copy of the DSS-4482 being returned, the Message field will indicate "Rep DSS-4482 returned to OAH", the date and code. The returned DSS-4482 will then be discarded.

The following is a list of reason codes denoting why the transmittal of the decision was returned:

AU	-	Address, Addressee Unknown
D	-	Deceased
FOE	-	Forwarding Order Expired
I	-	Insufficient Address
M	-	Moved, Not Forwardable, Left No Address
NO	-	No Such Number, No Such Street
R	-	Refused
U	-	Unclaimed

This new procedure will eliminate unnecessary filing, thereby improving efficiency in the File Management Unit. Any questions can be referred to Sue Fiehl at (518) 473-4779 or via e-mail 90j029.

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Office of Administrative Hearings