

Office of Administrative Hearings (OAH)	Transmittal Number: 96-29
Procedures Transmittal	Date: July 15, 1996
Distribution:	
ALB OAH Staff [X]    UPS ALJs/ [X]    Upstate LDSS [X] SUP ALJs [X]	Subject: FHIS Enhancements (PFHMOD and PFHRED)
NYC OAH Staff [X]    NYC ALJs/ [ ]    NYC Agencies [X] SUP ALJs [ ]	

Effective July 15, 1996 two new enhancements to the Fair Hearing Information System (FHIS) will be operational. The new Modification Program (PFHMOD) and Aid-to-Continue/Redirect Program (PFHRED) are designed to maximize the electronic notification capability relative to adjournments, reopens, withdrawals and aid-continuing redirects. Staff in the Scheduling Unit, Administrative Support Unit, Upstate and NYC Intake and NYC Calendar Management Unit, as appropriate, will be trained on the use of these two programs, and it is anticipated that on-line procedures will be incorporated to eliminate the need for paper forms, DSS-2846, Modification Form, and DSS-3792, NYC Aid-to-Continue Directive as well as the Upstate Redirect form.

Local district/agency notification of adjournments/reopens/withdrawals and aid-continuing redirects will consist of a paper copy, computer-generated over BICS (if Upstate) or PDS (if NYC), the day after processing the adjournment/reopen/withdrawal request or the reported agency non-compliance with an aid-continuing directive.

Upstate districts will no longer receive telephone notification of AC redirects and NYC agencies will no longer have AC redirects faxed to the center directors. Modifications (adjournments, reopens, withdrawals) will continue to be available on the appropriate Daily Transaction Screen of FHIS in addition to the BICS/PDS daily report.

Any questions with respect to this transmittal can be directed to your supervisor, to Lisa Hauth, at (518) 474-2453 or via e-mail 89a110, or to Sue Fiehl, at (518) 473-4779 or via e-mail 90j029.

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