Office of Administrative Hearings (OAH)	Transmittal Number: 96-31
Procedures Transmittal	Date: August 12, 1996
Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: ADC-Employment Issues (BEGIN) on Office of Employment Service (OES) Notices
NYC OAH Staff [x] NYC ALJs/ [x] SUP ALJs [x] NYC Agencies [x] NOES & NHRA only	

DRAFT

Please refer to the two attached notices (labelled Notice A and Notice B) that are examples of BEGIN issues which are generated by the Office of Employment Services (OES). Although these hearings may, in the near future, be scheduled at 16th Street, they will continue to be scheduled at 80 Centre Street for the present time. Most ADC employment-related issues are to continue to be scheduled against the agency NBEG even if the notice has OES in the upper-right or upper-left section of the notice and appears to be generated by NOES. Please refer to OAH Transmittals 96-14, 96-15 and 96-17 for exceptions to this general procedure.

As an example, based on the action taken on Notice A, the coding would be as follows: (Please refer to the Desk Reference Guide for specific coding instructions).

Agency:	NBEG/ISC# (if known)
Category:	ADC
Subcategory:	None
Action:	REDU for FTC with Employment-Related Requirements
Issue Code:	721
Hearing Location:	None (FHIS will schedule at 80 Centre Street)

As a further identifying measure, these ADC employment-related issues may be distinguished by the acronym ICC (Intensive Case Control), which would signify that the hearing should be scheduled against NBEG to be heard at 80 Centre Street.

Any questions can be directed to your supervisor or to Sue Fiehl at (518) 473-4779 or via e-mail 90j029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings