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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: NCWA Homemaking Services Identification
NYC OAH Staff [X] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [X] NCWA/NOHC only	

For cases pertaining to homemaking services which require notification to the Administration for Children's Services (ACS), (for system purposes referred to as agency field NCWA), it is important that Intake staff identify the following information:

(1) Which agency provides services: Office of Homecare (NOHC)?
-or-
NCWA (ACS)?

If NCWA (ACS), the address or location of the NCWA (ACS) office should be entered on PFREQ3 (Comment Information Screen).

(2) What is the NCWA (ACS) case number?
Enter in the case number field.

(3) What is the name and telephone number of the caseworker?
This information should be entered on PFREQ3 (Comment Information Screen) so that it will appear on the DSS 1891.

Obtaining the above information from clients at the time of request will assist the appropriate agency in locating the case record and preparing for the hearing.

Letter requests that fail to include this information should not be delayed; however, if there is a need to otherwise correspond or call the appellant, every effort should be made to obtain this information whenever possible.

Any questions can be referred to your supervisor or Sue Fiehl at 518-473-4779 or via e-mail 90j029. The Desk Reference will be appropriately revised to reflect this additional information required in coding NCWA Homemaking Services cases.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings