

Office of Administrative Hearings (OAH)	Transmittal Number: 96-41
Procedures Transmittal	Date: December 9, 1996
	Page: 1 of 1
Distribution:	
ALB OAH Staff [X] UPS ALJs/ [] Upstate LDSS []	Subject: NYCR UWTH Dispositions
SUP ALJs []	
NYC OAH Staff [X] NYC ALJs/ [X] NYC Agencies []	
SUP ALJs [X]	

Some fair hearings have a UWTH 83 disposition code entered as well as "NYCR" in the Comment field. When contacted by the client for reopening, these cases are to be reopened (REOP) with the original aid status no matter when the request for reopen is made. The disposition code should be General Administrative, #11.

If the original request was by letter or fax, Albany Communications Intake staff must pull the letter/fax from a specifically marked file drawer and place the letter/fax in a designated bin in the Scheduling Unit. The letter/fax will be in numerical order within the drawer.

Since efforts will be made to track the number of cases that are reopened, it is important for Albany staff to note "Reopen NYCR" on the telephone log and place an * in the column.

In NYC, Reviewers/Supervisors (including those at 109 East 16th Street and 330 West 34th Street) should forward the reopen request (DSS 2846) directly to Nancy Irving in the Scheduling Unit after approving the reopen request electronically. Reviewers/Supervisors should separate the NYCR DSS 2846s from all other reopen requests, count them, band them together, and indicate on the label "NYCR" as well as the "count."

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

&f0s554y3x1S

Mark Lacivita, Director of Administration
Office of Administrative Hearings