

Office of Administrative Hearings (OAH)	Transmittal Number: 95-03
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Distribution:	
ALB OAH Staff [] UPS ALJs/ [] Upstate LDSS [] SUP ALJs []	Subject: Fair Hearings Data Sheets FH-019
NYC OAH Staff [] NYC ALJs/ [X] NYC Agencies [] SUP ALJs [X]	

Due to a system problem that affected our Auto-Sched Program, Report FH-019, Fair Hearings Data Sheets, were generated with blank fields for many (but not all) of the cases on calendars dated January 24, 25, and 26. It will therefore, be necessary for ALJs to complete any forms that do not contain pre-filled data by completing the following data elements ONLY:

Fair Hearing Number
Category
Action
Issue
Aid Status

In an effort to reduce the time you must handle these cases, there is no need to complete Case Number, Local Office, and Appellant Name. Of course, continue to handwrite Decision Outcome and Decision Outcome Code, as always.

You may also notice unusual details on some of these cases such as hearing times of 9:31, 10:31, etc., and cases with dispositions OADD to January 25 or 26 when these are actually "newly scheduled cases". Certain measures were taken by the Scheduling Unit to correct the Auto-Sched error, resulting in these aberrations.

Thank you for your cooperation in handling this, hopefully, one-time mixup.

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