



This office has advised EVR that WMS closing codes will be insufficient for our staff to identify these cases and guarantee proper notification to EVR who intends to bring documentation to the hearing in addition to the case presentation by the City representative. We will not adjourn such cases if the EVR fails to be notified; EVR and the IS Centers must develop their own internal notification procedures.

If you can distinguish these cases with the information herein provided, they should be coded as follows:

Agency: NEVR/ISC# (in this order)  
Category: HR  
Subcategory: None  
Action: DENY, DISC, REDU

This coding will ensure that electronic notification and a decision after hearing is generated for:

David Kaufman, Director  
Eligibility Verification Review (EVR)  
330 Jay Street  
Brooklyn, New York 11201

and that these cases are segregated on a separate calendar (NEVR must appear in the first position of the agency field). Any questions can be directed to your supervisors or Sue Fiehl at 90j029 (e-mail) or 3-4779 (phone).

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Mark Lacivita, Director of Administration  
Office of Administrative Hearings

Attachments