

interpreter list which is faxed to the translation agency. If the adjournment is to a definite date, Adjournment staff must also call the agency to reserve an interpreter.

The bottom portion of the form has been revised to include most city agencies notified by OAH. If there is a change of agency, it is important to circle "ADD" or "CHANGE TO" in terms of who must be notified of the rescheduled hearing. The hearing will be scheduled at the site designated for the agency listed first on the 1891, but up to three agencies may be noted (e.g. NOES/N053). If the ALJ wants to eliminate the agency originally listed, circle CHANGE TO. If another agency should be listed in addition to the current agency, circle ADD. Attached is a list of agency abbreviations currently used by OAH.

On the left are spaces to identify specific Centers which should also be used if the current listing identifies only NIM or NFS. Under this space is a box which identifies all the FHIS changes needed to adjourn a case from the Food Stamp Calendar to a PA calendar. The ALJ must identify the PA center; the other changes will be entered by Adjournment staff. Under this box is the space to note if the hearing should be personalized to a specific ALJ.

On the right is a space to check if a telephone homebound hearing is needed, and space for the telephone number. Adjournment staff will forward these files to Albany for all FHIS updates.

The restriction box is used to reflect when an appellant (or representative) is unable to attend a hearing (eg. has classes Tuesdays and Thursdays, or is in court Friday afternoons). If an X is entered in these time slots, the hearing will not be scheduled at the restricted time.

The "pending box" located on the bottom right corner is used to indicate that an agency has contacted this office claiming that a case is not theirs, but there is not sufficient time to notify the appellant that the case is adjourned. Administrative staff will review these complaints, complete the ALJ memo, have it placed in the file, and the ALJ only needs to note the disposition.

The "Other" agency field should be completed for any agency not listed on the form. Subcategories should be added as appropriate. A list of subcategories currently in use is included for your reference.

Please be advised that the DSS-2846 is no longer completed for most general adjournments, nor are adjournment slips forwarded to most city agencies. They now receive adjournment notification via FHIS or copies of the completed calendar. It is important that any definite date adjournments on the calendar note the new date, time, and ALJ number as this is the scheduling notification for some city agencies.

If you have any questions or comments please contact Vicki Shuster at (212) 417-4334 or e-mail 89a278. Thank you.

Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment