



2. The OAH worker gives the intake Reviewer the DSS-2846 and a printout of the Appellant Information Screen.
3. The intake Reviewer enters the fair hearing number at the PFHREQ selection (Calls the Request Entry Program) of the FHIS menu which will bring the Reviewer to PFREQ1, Request Information Screen. The Reviewer enters "REOP", aid status and the date in the message field located on the PFREQ1 screen.
4. The intake Reviewer advances to the PFREQ3, Comment Information Screen, and enters "REOP", aid status, a brief description of the reason why the case is being reopened, the date and the Reviewer's initials.
5. The intake Reviewer takes the DSS-2846 reopen and separates the white copy from the yellow copy. The white copy of the DSS-2846 is placed in the "Albany Courier Bin" for eventual placement in the file. For a reopen request with aid continuing, the DSS-2846 yellow copy is placed in the appropriate NYC agency bin. If the reopen is non-aid continuing, the DSS-2846 yellow copy is discarded. (If using a four-part DSS-2846, the pink and gold copies may be discarded.)
6. For aid-continuing reopen requests received between 15-45 days from the hearing date where the the client claims non-receipt of notice, the DSS-2846 is given to the assigned intake staff worker responsible for forwarding such requests to Albany. Designated staff in the the Albany Office of Administrative Hearings will check the client's file to determine if, in fact, a notice was returned as undeliverable. Aid status will be determined by Albany OAH staff and the system will be updated accordingly.

The above procedures pertain to reopens which have been approved only. A separate transmittal will be forthcoming which will outline the reopen denial procedure.

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Mark Lacivita, Director of Administration  
Office of Administrative Hearing

Attachment

## DISPOSITION CODES

### ADJOURNMENT/REOPEN RELATED

- 01 Administrative - Calendar Rolled
- 02 Administrative - Overloaded Calendar
- 03 Hearing Officer - Initiated at Hearing and or Personalized
- 04 Administrative - Combine Files/Add Issues
- 05 ADH - Unclaimed Certified Mail
- 06
- 07 ADH - Waiver Withdrawn by Recipient
- 08 ADH - Case Resubmitted by Agency
- 09 Administrative - Error in Name, Address, etc.
- 10 Administrative - Awaiting Outcome of Litigation
  
- 46 Administrative - Agency Change (Add/Delete/Location)
  
- 19 Awaiting Written Confirmation of Withdrawal from Agency
- 20 Appellant Incarcerated
- 21 Lack of Child Care
- 22 Educational (Class/Exams)
- 23 Employment Conflicts
- 24 Interpreter Needed
- 25 Medical - AC Pending Medical
- 26 Medical - Appellant/Children are ill
- 27 Medical - Appellant Homebound
- 28 Preparation Time - Appellant
- 29 Preparation Time - Representative Recently Retained
- 30 Preparation Time - Awaiting Documents
- 31 Pending Outcome of Lawsuit (Appellant/Representative)
- 32 Witness Not Available
- 33 Representative Not Available
- 34 Representative Not Retained
- 35 Representative Lost Contact with Appellant
- 36 Scheduling Conflict (Appellant/Representative)
- 37 Time Change
- 38 Lack of Transportation/Funds
- 39 Car Trouble
  
- 49 Transportation Delays
  
- 40 Out of Town (Family Illness/Emergency)
- 41 Funeral
- 42 Inclement Weather
- 43 Arrived Late at Hearing
- 44 Had to Leave Before Hearing was Called
- 45 Religious Holiday/Observance
  
- 47 Possible Resolution
- 48 Other Appellant/Representative Reason
  
- 60 Agency Representative Witness Not Available
- 61 Agency Facility Not Available
- 62 Agency Needs Time to Prepare
- 63 Other Agency Reason
  
- 70 Telephone Hearing - Appellant Not Home, Not Available
- 71 Telephone Hearing - Appellant Deceased and Family Awaiting Authorization to Pursue Hearing
- 72 Telephone Hearing - Telephone Disconnected/Wrong Number

- 73 Telephone Hearing-Aw
- 74 Telephone Hearing-Appo  
Homebound Telephone H  
adjourning to a regul:

### WITHDRAWAL RELATED

- 80 Telephone Hearing -  
Abandoned/Returned/Un
- 81 Appellant Deceased
- 82 Signed Withdrawal Rec
- 83 Issue Resolved
- 84 Appellant No Longer W
- 85 Appellant Withdrew at
- 86 Administrative - Dup
- 87 Administrative - No
- 88 Administrative - Ab

### DEFAULT RELATED

- 90 Client Appeared Late
- 91 Client Appeared Late
  
- 50 Non-Receipt or Late R
- 51 Administrative - Notic
- 52 Appellant Thought Iss
- 53 Unable to Contact Adjo
- 54 Appellant Mistook the