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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: Entering Name/Address Changes on PFHREQ
NYC OAH Staff [X] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [ ]	

It is exceedingly important when entering changes of name or address on PFHREQ that a message, be put in the Comment Field to indicate the previous name or address in addition to the change, as follows:

e.g. "Name changed from Mary Ray to Mary Day"

or-

"Address corrected: Appellant moved from 221 Smith Drive, Redhook, NY 12760 to 60 King Street, Albany, NY 12210"

These changes should <u>not</u> be made on the Change PFHCNG screen, which does not provide any opportunity for comments to be entered.

We have been experiencing a particular problem in locating files for homebound telephone hearing appellants due to the fact that names or addresses have been corrected without referencing the previous name or address. If changes are done on line without referencing the former information, it becomes virtually impossible to reconstruct the information necessary to match up the original file with information contained on the revised appellant information screen.

Your attention to proper notation of the Comment Field is important to successful retrieval of information input into FHIS as well as the corresponding files.

Any questions can be directed to Sue Fiehl at 3-4779 or via e-mail 90j029.

Thank you.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings