



When recording dispositions on calendars, any change of ALJ must be noted on each page of the calendar by the ALJ holding the calendar. For EA hearings held at 80 Centre Street, EA ALJs should now note dispositions along with the appropriate ALJ number for each hearing on the calendar at the front desk, rather than maintaining separate calendars. This will serve to streamline the reconciliation of the EA calendar.

With the exception of the Case Record At Hearing and the Agency Rep data, it is no longer necessary to complete the upper area of the FH-019, Fair Hearings Data Sheet. Continue to indicate Yes or No for the Case Record at Hearing and Agency Rep and continue to indicate Category, Action, Issue, Aid Status, Decision Outcome, and Outcome Reason Code as requested on the lower area of the Data Sheet. This should represent a significant timesavings for all ALJs.

NYC Calendar Management Unit/Albany Scheduling Unit Responsibilities-Calendar

The calendar will continue to be reconciled the day after the hearing date. At 80 Centre Street OAH, Zena Zaman (back-up Janie Scott) will reconcile all dispositions using the ALJ Calendar, the Quad Clerk Calendar, and the Master Calendar maintained by Melida Thomas in the Adjournment unit. Zena will continue to call on a daily basis appropriate off-site staff at MA and OES who will continue to add any changes to their calendars. There will no longer be a call made to Albany each day to obtain withdrawals received by mail; instead Karen Giminiani will update the calendars to account for withdrawals when she receives the NYC calendars which will be faxed the day following the hearing date.

At MA OAH at 330 West 34th Street, Nancy Alicea or Madeline Sierra will ensure that the correctly updated calendar is faxed to Albany via the fax machine in Peter Zaret's office. At OES OAH at 109 East 16th Street, Ericka Zembrano or Lisa Vasquez will refer the calendar to designated OES staff to be faxed to Albany from Alex Tobkes' office. The OHC calendars will be brought by the ALJ from 16th Street to 34th Street to be reconciled with the MA calendars. If the OHC ALJ anticipates being out the next day, s/he may give the calendar to the OAH clerks at OES on the tenth floor. A copy of these calendars should continue to be sent via courier to 80 Centre Street in addition to the copy to be maintained at each site.

The MA, OES, and 80 Centre Street calendars should be faxed by 11:30 each day to the Albany OAH: Attention: Nancy Irving. The fax number is (518) 473-6735. Any difficulties in faxing the calendar should be reported to Ms. Irving immediately.

Albany Scheduling Unit Responsibilities-Foldering

At the time of folder receipt in Albany, Scheduling Unit staff shall enter in the system the tape numbers/side and digits entered by the ALJ staff on the file folder label for all non-homebound APPELLANT WITHDRAWALS on the record and ADJOURNED (HADG and HADD) on the record cases. This is a change, since tape information for ADJOURNED cases was not previously entered.

Albany Homebound Telephone Hearing Unit Responsibilities-Foldering

Upon receipt of the file in Albany, Homebound Telephone Hearing Unit staff shall enter in the system the dispositions for adjourned and withdrawn homebound telephone hearing cases. The following day, the tape numbers/side and digits entered by the ALJ staff on the file folder label will be entered for those previously entered homebound APPELLANT WITHDRAWALS on the record and ADJOURNED (HADG) on the record cases. This is a change, since tape information for ADJOURNED cases was not previously entered.

Albany Administrative Support Unit Responsibilities-Foldering

At the time of folder receipt in Albany, Administrative Support Unit staff shall enter in the system the tape numbers/side and digits entered by the ALJ staff on the file folder label for all HEARD cases.

On Report FH-019, Fair Hearings Data Sheet, they shall enter CASE RECORD AT HEARING and AGENCY REP contained on the upper part of the form and continue to enter Category, Action, Issue, Aid Status, Decision Outcome, and Outcome Reason Code as before.

Questions pertaining to any of these changes can be directed to your supervisor or Sue Fiehl at 3-4779 or via e-mail 90J029. Thank you.

---

Mark Lacivita, Director of Administration  
Office of Administrative Hearings