Office of Administrative Hearings (OAH)	Transmittal Number: 95-35
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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: Combining SP02 and SP03 Calendars
NYC OAH Staff [X] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [X] (HRA Only)	

Effective immediately, there is no longer a need to separate onto separate calendars issues currently scheduled with subcategories, SP02 and SP03. Therefore, Communications Intake Staff should eliminate the use of SP03 and utilize SP02 for the following issues:

SP02 = All single notice or multiple notice PA discontinuances or reductions, including whereabouts unknown and failure to comply with recertification requirements, unless appellant claims "no notice".

The SP02 subcategory should not be used for any OES issue or for those requests coded as SP01, denoting any single issue PA discontinuance or reduction where the appellant claims "no notice" (even if a notice match is found on the NYC Notice Inquiry). Any hearing with a subcategory SP02 will be scheduled for the triage part at 80 Centre Street, New York, New York.

If you have any questions, please contact Lisa Hauth at (518) 474-2453 or via e-mail 89a110. Intake staff should refer to the recently revised Desk Reference page replacements or consult with your supervisor.

Mark Lacivita, Director of Administration
Office of Administrative Hearings