



Obviously, when reviewing correspondence with the notice attached or if a walk-in client brings the notice, it will be easy to distinguish the source of the notice and, therefore, the proper agency to notify. However, telephone intake staff should make every effort to question the appellants on the telephone as to whether or not they recall the address of the conference or if they can refer to the notice and identify either the program code or whether the notice was issued by BES.

These instructions are consistent with instructions distributed in a memorandum from Mark Lacivita, dated September 29, 1992, with the exception that there is no longer a need to use subcategory OES2. These instructions are being reissued in the anticipation that there may be an increasing number of fair hearing requests generated by OES' expansion of the scheduling of interviews for the unemployable HR population. If you have any questions, please refer them to Sue Fiehl at (518) 473-4779 or via e-mail at 90j029.

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Mark Lacivita, Director of Administration  
Office of Administrative Hearings

Attachments