Office of Administrative Hearings (OAH)	Transmittal Number: 94-01
Procedures Transmittal	Subject: NYC Redirects
Distribution:	
ALB OAH Staff +-+ UPS ALJs/ +-+ Upstate LDSS +-+ +X+ SUP ALJs +X+ +-+	Date: January 3, 1994
NYC OAH Staff +-+ NYC ALJs/ +-+ NYC Agencies +-+ +X+ SUP ALJs +X+ +-+	

We have been advised by Richard Carberry, Director of HRA Income Support Fair Hearing Monitoring Liaison Program, that New York City redirect calls can no longer be accepted by his staff due to the current leave status of Frank Owusu and the inability to obtain replacement staff. Until further notice, all redirects of aid-continuing taken in the Albany office must be faxed to (212) 274-4192. These faxes will then be transmitted to the appropriate center via fax from Mr. Carberry's office. At 80 Centre Street, New York City staff should send a photocopy of the redirect form via courier to Mr. Carberry's office rather than faxing. Those redirects placed in the basket by the close of business will be delivered via courier the following morning. This pertains to all but HOMELESSNESS issues which should be faxed immediately upon review to Richard Carberry at (212) 274-4192. The EBICS (Electronic Benefits Issuance Screen) on WMS can be accessed to obtain current case information if clients subsequently call to determine the status of their aid-continuing.

Please contact Sue Fiehl at (518) 473-4779 or via e-mail at 90J029 if you have any questions/comments regarding this change in procedure.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings