

Office of Administrative Hearings (OAH)	Transmittal Number: 94-02
Procedures Transmittal	Subject: Laser Printed DSS-1891
Distribution:	
ALB OAH Staff +-+ UPS ALJs/ +-+ Upstate LDSS +-+ +X+ SUP ALJs +X+ +X+	Date: January 13, 1994
NYC OAH Staff +-+ NYC ALJs/ +-+ NYC Agencies +-+ + + SUP ALJs + + + +	

Effective January 24, 1993, the Albany Office of Administrative Hearings will process incoming fair hearing requests electronically referred to as "electronic processing." Electronic processing will enable state DSS intake staff to input fair hearing request information obtained from clients through a personal interview, telephone call or correspondence directly on-line into the computer creating an electronic version of the DSS-1891, Fair Hearing Request form. When electronic processing is fully implemented Upstate, (all Upstate local districts should be implemented by the end of May, 1994) the completed electronic DSS-1891, will be transmitted to the appropriate local district to be retrieved via the Benefit Issuance and Control System (BICS) printer.

Prior to full Upstate implementation, local districts will receive a laser printed hard copy of the DSS-1891, Fair Hearing Request form through the mail. This laser hard copy of the DSS-1891 is attached to allow you and your staff to become familiar with the new format and information available. The manually produced (handwritten) DSS-1891 which is currently in use will no longer be created for requests which are processed through the Albany Office of Administrative Hearings after the January 24, 1994 implementation of electronic processing.

Each Upstate district will be contacted by this office regarding electronic processing implementation and training schedules for their district in the near future. If you have any questions regarding this transmittal, please contact Edward McCarthy by telephone at (518) 473-8920 or via e-mail, user ID #LA0088.

Mark Lacivita
 Director of Administration
 Office of Administrative Hearings

Attachment