

Office of Administrative Hearings (OAH)	Transmittal Number: 94-04
Procedures Transmittal	Subject: Laser Printed DSS-1891
Distribution:	
ALB OAH Staff +-+    UPS ALJs/ +-+    Upstate LDSS +-+ +X+    SUP ALJs + +                                   + +	Date: January 13, 1994
NYC OAH Staff +-+    NYC ALJs/ +-+    NYC Agencies +-+ +X+    SUP ALJs +X+                                   +X+	

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.

Implementation of electronic processing has not yet been scheduled for the New York City Office of Administrative Hearings and requests processed through this office will continue to be recorded manually on the DSS-1891, Fair Hearing Request form. All New York City manually processed DSS-1891s will be sent to Albany for inclusion into the computer system resulting in a laser printed DSS-1891. This laser printed copy of the DSS-1891 will be the version which will be mailed to your office. A copy of the laser printed DSS-1891 is attached to allow you and your colleagues an opportunity to become familiar with the new format and information available before the implementation on January 24. Agencies which require advance/dual notification will be sent a separate transmittal with more specific procedural explanations.

If you have any questions regarding this transmittal, please contact Vicki Shuster by telephone at (212) 417-4309 or via e-mail, user ID #89A278.

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Mark Lacivita  
 Director of Administration  
 Office of Administrative Hearings

Attachment