

Office of Administrative Hearings (OAH)	Transmittal Number: 94-05
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. These "handwritten" DSS-1891 forms will be sent to Albany for inclusion into the computer system resulting in a laser printed DSS-1891.

For cases subject to advance notification, your Agency will receive fair hearing requests in one of two possible formats. If the fair hearing request was processed at the New York City Office of Administrative Hearings, your advance copy DSS-1891 will be the currently used "handwritten" white/pink copy. If the request was processed at the Albany Office of Administrative Hearings, your Agency will receive an electronic (screen dump) version of the DSS-1891. The advance notification will be sent to your Agency in accordance with the existing procedures set up for your particular Agency. In addition, a laser-printed DSS-1891 will be sent to your agency when the fair hearing request has been scheduled.

The electronic DSS-1891 and the laser-printed DSS-1891 are attached to allow you and your colleagues to become familiar with the new formats and information available before the January 24 implementation date.

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.

Mark Lacivita
 Director of Administration
 Office of Administrative Hearings