| Office of Administrative Hearings (OAH) | Transmittal Number: 94-07 |
|---|---|
| Procedures Transmittal | Subject: OHSM Notification |
| Distribution: | |
| ALB OAH Staff +-+ UPS ALJs/ +-+ Upstate LDSS +-+<br>+X+ SUP ALJs +X+ +-+ | Date: January 21, 1994 |
| NYC OAH Staff +-+ NYC ALJs/ +-+ NYC Agencies +-+<br>+-+ SUP ALJs +-+ +-+ | |

The procedure for OHSM notification and transmittal of decisions has been revised as follows:

John Kowalik of the OHSM Central Office is no longer interested in receiving a copy of every OHSM decision. File Management Unit staff should, therefore, no longer send a copy of every OHSM decision to the Central office which is located at 121 State Street not Corning Tower as before. However, the advance notification of the DSS 457 and the actual DSS 457 should be directed by Intake staff to John Kowalik at the Central Office as follows:

OHSM - Central Office
Bureau of MMIS
121 State Street - 3rd Flr.
Albany, New York 12207

The agency field, HSM7, should continue to be used for the OHSM-Albany Area Office requests involving the counties of Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington, as follows:

OHSM - Albany Area Office
Bureau of MMIS, Prior Approval Unit
121 State Street - 3rd Flr.
Albany, N.Y. 12207

The agency field HSM7 will generate the proper scheduling notice and decision transmittal.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings