

Office of Administrative Hearings (OAH)	Transmittal Number: 94-08
Procedures Transmittal	Subject: Laser Printed DSS-1891
Distribution:	
ALB OAH Staff +-+ UPS ALJs/ +-+ Upstate OHSM +-+ +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.

For cases subject to advance notification, your Agency will receive fair hearing requests in two formats. Your Agency will receive an electronic (screen dump) version of the DSS-1891 as your advance copy. 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 Ed McCarthy by telephone at (518) 473-8920 or via e-mail, user ID #LA0088.

Mark Lacivita
 Director of Administration
 Office of Administrative Hearings

Attachment