Office of Administrative Hearings (OAH)	Transmittal Number: 94-15
Procedures Transmittal	Date: March 9, 1994
Distribution: ALB OAH Staff [x] UPS ALJs/ [ ] Upstate LDSS [ ] SUP ALJs NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [x] SUP ALJs	Subject: NYC Department of Homeless Services Agency Field - NDHS

In the interest in keeping all parties informed of procedural changes, the distribution for Procedures Transmittals is more inclusive than exclusive. You may, therefore, receive a transmittal that is not relevant to your particular assignment and you are, of course, free to retain or discard as appropriate.

In a memorandum dated November 22, 1993, OAH staff was advised of the existence of the New York City Department of Homeless Services, which was established to administer shelter-related services. This memorandum informed staff of the creation of agency field NHOM, which was to be used when the Department of Homeless Services required notification of a hearing request and subsequent decision transmittal.

Effective immediately, NHOM has been replaced with the acronym NDHS. This change has gone into the system and the former agency field NHOM is now invalid. The use of NDHS in the agency field of the DSS 1891 will generate notice and a decision to:

Dennis Young
Department of Homeless Services
161 William Street, 14th Floor
New York, New York 10038

A copy of the decision will also be sent to the following office who has responsibility for ensuring compliance with the decision:

Connie Little
Department of Homeless Services (OLA)
60 Hudson Street
New York, New York 10013

Albany and New York City Intake staff should refer to the Desk Reference Guide for further information regarding the coding of homeless-related issues. Thank you.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings