Office of Administrative Hearings (OAH)	Transmittal Number: 94-22
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ SUP ALJs [ ] Upstate LDSS [ ] NYC OAH Staff [x] NYC ALJs/ SUP ALJs [x] NYC Agencies [x]	Subject: New Forms: DSS-1891 Self-Request Form

Effective April 4, 1994, New York City agencies have begun receiving a new form which replaces the four-page carbon set DSS-1891 for those appellants who request a hearing in person at 80 Centre Street, 330 West 34th Street or 109 East 16th Street (referred to as the Self-Request form). A copy of this new form is attached for your information. Although the form is a two-page form, New York City agencies will only be sent the first page since it will have summarized on the first page all pertinent information provided by the appellant. Agencies need only refer to the information summarized in the area down as far as the "Comments" section to obtain the pertinent information previously provided on the DSS-1891. There are three different versions of the second page of the form specific to the hearing sites. The only difference between those requests taken at 80 Centre Street vs. those taken at 330 West 34th Street is the hand deliver address, whereas the second page form for those requests taken at 109 East 16th Street is completely different from the other two.

A copy of this form will be placed in the baskets at 80 Centre Street for pickup by the appropriate agency or will be mailed as an advance to those agencies who receive them via the U.S. mail. The original self-request form will be forwarded to the Albany Central Office to be data entered onto the electronic screen.

A new format for the DSS-1891 for those requests taken by telephone at 80 Centre Street and in-person at 109 East 16th Street has also been devised. This format coincides with the format of the data entry screen to facilitate the data entry of the request into the electronic process.

Questions or comments may be made to Susan Fiehl at 518-473-4779 or via e-mail 90j029.

Attachment

Mark Lacivita, Director of Administration
Office of Administrative Hearings