Office of Administrative Hearings (OAH)	Transmittal Number: 94-25
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ SUP ALJs [ ] Upstate LDSS [ ]	Subject: CHHA (SP25) Adjournment Notifications
NYC OAH Staff [x] NYC ALJs/ SUP ALJs [ ] NYC Agencies [ ]	

Please refer to Transmittal 94-14 regarding requests pertaining to notices of intent generated by any New York City or Upstate Certified Home Health Agency (CHHA) pursuant to Catanzano v. Dowling [Subcategory SP25]. It is important that if there are adjournments in these cases that the Certified Home Health Agency be notified as follows:

Determine the home care vendor agency and phone number listed in the "Other" field on the appellant information screen or the printout. The contact person's name, if available, will be listed in the message field since there is no space for name in the "Other" field.

New York City Adjournment staff should call the contact person to advise of any adjournment or withdrawal to avoid needless travel to the hearing. The DSS-2846, Request for Schedule Modification form, should be noted with the date and time in "the local district called" field.

Upstate adjournments or withdrawals should be given to the liaison to contact the CHHA and to note the DSS-2846 as above.

Mark Lacivita, Director of Administration
Office of Administrative Hearings