

Office of Administrative Hearings (OAH)	Transmittal Number: 94-29b
Procedures Transmittal	Date: April 27, 1994
Distribution:	
ALB OAH Staff <input checked="" type="checkbox"/> UPS SUP. <input checked="" type="checkbox"/> Upstate LDSS [] Info Only ALJs	Subject: File Folder Revision (Upstate)
NYC OAH Staff [] NYC SUP. [] NYC Agencies [] Info Only ALJs	

The attached revised file folder is being provided for your information and to share with your staff. The REASON CODE refers to the Adjournment Reason Code, which will be filled in by Albany Office staff for Upstate cases. The Adjournment Reason Code will coincide with the reason given by the ALJ to the Albany office staff member who completes the Modification form for aid-continuing and date certain cases. For NA general adjournments, when no other code is entered, the code 03 (Hearing Officer Initiated at Hearing or Personalized) will be entered by Data Entry staff. The TO: Refers to the Date to which the hearing is adjourned. ALJ REMARKS under INTERPRETER NEEDED is unnecessary; please make all Remarks in the appropriate REMARKS/CHANGES space--utilizing this space particularly to note changes in category, issue or agency.

As a reminder, the DEFAULT box was intentionally left off the new file folder. Future file labels will include a checkoff for defaults to allow for recycling of files. Appropriate staff should continue the practice of handwriting a "D" on the labels until these new labels are available.

These file folders will start appearing for calendars scheduled over the next several weeks. Upstate folders are the color red to distinguish them from NYC folders. Any questions can be referred to Sue Fiehl at (518) 473-4779 or via e-mail at 90J029.

Attachment

Mark Lacivita, Director of Administration
Office of Administrative Hearings