| Office of Administrative Hearings (OAH) | Transmittal Number: 94-31 |
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| Procedures Transmittal | Date: May 11, 1994 |
| Distribution: | |
| ALB OAH Staff [x] UPS ALJs/ [ ] Upstate LDSS [ ]<br>SUP ALJs | Subject: Subcategories<br>SPO1, SPO2, SPO3 |
| NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [ ]<br>SUP ALJs | |

Effective immediately, the following subcategories should be utilized to code requests which meet the criteria set forth below:

| SUBCATEGORY | CRITERIA |
|---|---|
| SPO1 | - NYC - PA (non-OES)<br>- DISC or REDU<br>- Single Issue<br>- Client alleges no notice |
| SPO3 | - NYC - PA (non-OES)<br>- DISC - Failure to Recertify<br>- DISC - Whereabouts Unknown<br>- Single Issue/Notice |
| SPO2 | - NYC - PA (non-OES)<br>- DISC<br>- REDU<br>- Not Coded SPO1 or SP03<br>- Can be single or multiple issues/notices as long as all issues meet above criteria |

These subcategories should be assigned to applicable requests, regardless of request source - telephone, letter, fax, walk-in.

These are the subcategories that will be utilized to assemble the "Triage" part at 80 Centre Street described in Transmittal #94-19, SPO2 Pilot. Previously only New York City (NYC) reviewers were adding the SPO2 subcategory to those requests without a subcategory of SPO1 or SPO3 for single issue/notice cases involving a NYC PA Discontinuance or Reduction. NYC reviewers should continue to utilize the SPO2 code for NYC single <u>or</u> multiple issue/notice cases involving a discontinuance or reduction <u>other than</u> SPO1 or SPO3 situations. However, if an SPO3 (failure to recertify or whereabouts unknown) issue is requested <u>with</u> any other discontinuance or reduction issue, the SPO2 subcategory should be entered. Upstate intake staff coding NYC requests can now add the SPO2, where appropriate.

These instructions supersede all prior procedures for SPO1, SPO2, SPO3 subcategories.

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Office of Administrative Hearings