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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] Upstate LDSS [ ] SUP ALJs [ ]	Subject: Discontinuance of Advance AC Notification
NYC OAH Staff [ ] NYC ALJs/ [ ] NYC Agencies [X] SUP.Info Only [X] SUP ALJs [X]	

For requests taken in the Albany office, it is no longer necessary to send out advance aid-continuing notification to the New York City (NYC) agencies via screen print PFHREQ1, PEHREQ2, PFHREQ3. The current practice of doing a screen print of each request and placing it in the basket in the Albany Intake Unit for notification to the appropriate NYC agency can be stopped immediately since a laser printed DSS 1891 is mailed out by the Scheduling Unit within a few days of entering the request electronically.

This change should be helpful in reducing the initial time required to process requests. It does not impact the procedure in our NYC Regional Offices at 80 Centre Street, 330 West 34th Street or 109 East 16th Street where the white copy of the DSS-1891 will continue to be provided to the agencies until such time as requests taken at these sites are electronically mailed to the appropriate agency. Any questions can be directed to to Sue Fiehl at (518) 473-4779 or via e-mail at 90j029. Thank you.

Mark Lacivita, Director of Administration
Office of Administrative Hearings