Office of Administrative Hearings (OAH)	Transmittal Number: 94-43
Procedures Transmittal	Date: August 16, 1994
Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: NDHS Notification
NYC OAH Staff [X] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [ ]	

The Department of Homeless Services (NDHS) must be notified whenever a hearing request is made that involves their agency. Notification is made via telephone call to Dennis Young at (212) 788-9536, or in his absence, to Lenore Brown at (212) 788-9537.

After the Department of Homeless services has been contacted by telephone, the comment screen should be annotated with the following information:

- Agency Name (Department of Homeless Services (NDHS))
- Name of Contact Person notified via telephone at NDHS
- Initials of intake staff who took request/notified NDHS
- The date (and time, if possible) when NDHS was notified

In addition, NDHS must also be contacted in the event of an adjournment or withdrawal so the agency does not travel unnecessarily. The procedures listed above for notifying NDHS of a hearing request should be repeated for adjournments and withdrawals of these cases.

_____

Mark Lacivita, Director of Administration
Office of Administrative Hearings