

Office of Administrative Hearings (OAH)	Transmittal Number: 94-48
Procedures Transmittal	Date: November 4, 1994
Distribution:	
ALB OAH Staff [x] UPS ALJs/ [x] Upstate LDSS [] SUP ALJs	Subject: Schedule Status "N" For Next Available Calendar
NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [] SUP ALJs	

Effective immediately on the PFHREQ menu (PFREQ1), staff can enter an "N" in the Schedule Status field to schedule a fair hearing on the next available calendar (rush scheduling). The "N" code can also be used to change a fair hearing from regular scheduling status ("S") to next available calendar scheduling ("N").

As a result of this new coding enhancement, New York City staff will no longer be required to enter the fair hearing number on the "Hold/Next Available Calendar" list that is faxed on a daily basis to the Scheduling Unit in Albany for "rush" scheduling. By using the attached modified form, staff should continue to record fair hearing numbers of requests that need to be put in "hold" or "Miscellaneous" scheduling status. Upstate staff need no longer fill out and deliver the "Schedule for Next Available Calendar" tag to the Scheduling Unit.

It is still necessary for all staff to note in the "Comment" field the reasons why a particular hearing is being scheduled expeditiously.

This change in procedure does not affect the procedures currently in place for the handling and scheduling of Emergency Assistance (EA) hearings.

If you have any questions regarding the above change in procedure, please contact Lisa Hauth at (518) 474-2453 or via e-mail ID 89A110.

Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment

MEMORANDUM
DSS-524E

TO: NANCY IRVING

DATE:

FROM: WILLIAM GARREN

SUBJECT:

<u>FH#</u>	<u>HOLD</u>	<u>MISC.</u>
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