

Office of Administrative Hearings (OAH)	Transmittal Number: 94-49
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Distribution:	
ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs/ <input type="checkbox"/> Upstate LDSS <input type="checkbox"/> SUP ALJs	Subject: Electronic Processing Request Source and Reviewer Bucket
NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs/ <input type="checkbox"/> NYC Agencies <input type="checkbox"/> SUP ALJs	

In order to assist in the creation of a separate review bucket for Albany-based and New York City-based requests, the following information should be entered in the Request Source field on screen PFREQ1:

- o Enter an "A" for requests taken in Albany; or
- o Enter an "N" for requests taken in New York City;

Then:

- o Enter a "T" for Telephone requests;
- o Enter a "W" for Walk-in requests;
- o Enter a "L" for Letter requests; or
- o Enter a "F" for Fax requests

With respect to the "review bucket" PFHSGN, you will use F-5 to sort between Albany requests and New York City requests.

If you have any questions with regard to the above information, please contact Lisa Hauth at (518) 474-2453 or via e-mail user ID 89A110.

ML

Mark Lacivita, Director of Administration
Office of Administrative Hearings