Office of Administrative Hearings (OAH)	Transmittal Number: 94-53
Procedures Transmittal	Date: December 2, 1994
Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: NDHS Hearing Request Notification
NYC OAH Staff [X] NYC ALJs/ [X] SUP ALJs [X] NYC Agencies [ ]	

There has been a change in procedure regarding the notification of the Department of Homeless Services (NDHS) when a hearing request, adjournment or withdrawal is made involving this agency.

Effective immediately, notification should be made via fax to Guljit Baines at (212) 788-9951, or only in her absence, to Leonore Brown at (212) 788-9537 or Dennis Young at (212) 788-9536.

After the Department of Homeless Services has been contacted by telephone, the "Comment Screen" must be noted as follows:

- Agency Name: NDHS
- Name of person contacted at NDHS
- Initials of intake staff who processed hearing request, adjournment or withdrawal and notified NDHS
- The date (and time, if possible) when NDHS was notified
- The date and time the hearing is scheduled

The information in this Transmittal supersedes that of Transmittal Number 94-43. Please update your records accordingly.

Mark Lacivita, Director of Administration
Office of Administrative Hearings