Office of Administrative Hearings (OAH)	Transmittal Number: 94-57
Procedures Transmittal	Date: December 13, 1994
Distribution:	
ALB OAH Staff [X] UPS ALJs/ [X] Upstate LDSS [X] SUP ALJs [ ]	Subject: HEAP Coding Changes
NYC OAH Staff [ ] NYC ALJs/ [ ] NYC Agencies [ ] SUP ALJs [ ]	

The New York State Department of Social Services will no longer be the party to notify when a request involves an Upstate HEAP issue for an SSI/Code A recipient for the 1994/95 program year. For SSI individuals living alone or SSI married couples who request a hearing on a HEAP issue, the request should be coded with the LDSS as the sole agency, eliminating the NYS4 secondary agency, as follows:

Agency : LDSS
Category : HEAP
Subcategory : None
Other : None

All requests involving Upstate HEAP issues for SSI/Code A recipients for the 1993/94 program year should continue to be coded with the LDSS as the agency and NYS4 as the secondary agency, as follows:

Agency: LDSS/NYS4
Category: HEAP
Subcategory: None
Other: None

This will ensure that Debbie McCardle at the NYSDSS, Division of Economic Security-HEAP, continues to receive proper notification and a decision copy for any outstanding 1993/94 requests.

Mark Lacivita, Director of Administration
Office of Administrative Hearings