

5. For Upstate cases, the file, if available, and the white copy of the DSS-2846 should be put in the "Upstate Basket" located in the Intake Unit for data entry. If the case is being opened with aid continuing, the yellow copy of the DSS-2846 should be put in the Upstate liaison's basket so that the liaison can contact the agency. If the reopened case is non-aid continuing, the yellow copy of the DSS-2846 should be discarded.
6. For New York City cases, the file, if available, along with the white and yellow copy of the DSS-2846 should be put in the "NYC Basket" located in the Intake Unit for data entry.

Mark Lacivita, Director of Administration
Office of Administrative Hearing

Attachment

DISPOSITION CODES

ADJOURNMENT/REOPEN RELATED

01 Administrative - Calendar Rolled
02 Administrative - Overloaded Calendar
03 Hearing Officer - Initiated at Hearing and or Personalized
04 Administrative - Combine Files/Add Issues
05 ADH - Unclaimed Certified Mail
06
07 ADH - Waiver Withdrawn by Recipient
08 ADH - Case Resubmitted by Agency
09 Administrative - Error in Name, Address, etc.
10 Administrative - Awaiting Outcome of Litigation

46 Administrative - Agency Change (Add/Delete/Location)

19 Awaiting Written Confirmation of Withdrawal from Agency
20 Appellant Incarcerated
21 Lack of Child Care
22 Educational (Class/Exams)
23 Employment Conflicts
24 Interpreter Needed
25 Medical - AC Pending Medical
26 Medical - Appellant/Children are ill
27 Medical - Appellant Homebound
28 Preparation Time - Appellant
29 Preparation Time - Representative Recently Retained
30 Preparation Time - Awaiting Documents
31 Pending Outcome of Lawsuit (Appellant/Representative)
32 Witness Not Available
33 Representative Not Available
34 Representative Not Retained
35 Representative Lost Contact with Appellant
36 Scheduling Conflict (Appellant/Representative)
37 Time Change
38 Lack of Transportation/Funds
39 Car Trouble

49 Transportation Delays

40 Out of Town (Family Illness/Emergency)
41 Funeral
42 Inclement Weather
43 Arrived Late at Hearing
44 Had to Leave Before Hearing was Called
45 Religious Holiday/Observance

47 Possible Resolution
48 Other Appellant/Representative Reason

60 Agency Representative Witness Not Available
61 Agency Facility Not Available
62 Agency Needs Time to Prepare
63 Other Agency Reason

70 Telephone Hearing - Appellant Not Home, Not Available
71 Telephone Hearing - Appellant Deceased and Family Awaiting Authorization to Pursue Hearing
72 Telephone Hearing - Telephone Disconnected/Wrong Number

73 Telephone Hearing-Aw
74 Telephone Hearing-App
Homebound Telephone H
adjourning to a regul

WITHDRAWAL RELATED

80 Telephone Hearing -
Abandoned/Returned/Un
81 Appellant Deceased
82 Signed Withdrawal Rec
83 Issue Resolved
84 Appellant No Longer W
85 Appellant Withdrew at
86 Administrative - Dup
87 Administrative - No
88 Administrative - Ab

DEFAULT RELATED

90 Client Appeared Late
91 Client Appeared Late

50 Non-Receipt or Late R
51 Administrative - Notic
52 Appellant Thought Iss
53 Unable to Contact Adju
54 Appellant Mistook the