

Office of Administrative Hearings (OAH)	Transmittal Number: 93-5
Procedures Transmittal	Subject: CNS Notices
Distribution:	
ALB OAH Staff +-+    UPS ALJs/ +-+    Upstate LDSS +-+ +X+    SUP ALJs +X+                                    +-+	Date: December 27, 1993
NYC OAH Staff +-+    NYC ALJs/ +-+    NYC Agencies +-+ +X+    SUP ALJs +X+                                    +-+	

The Client Notice System (CNS) will be generating approximately 6,000 discontinuance notices per month for issues related to the MA recertification process. This pertains to NYC-based recipients only. Specifically, failure to appear for recertification (issue code 220) failure to return the MA recertification mailer (issue code 225) and failure to return documentation (issue code 225) will be the subject of these 6,000 notices.

For all MA-DISC issues whether identified as code issue code 220, 225, or any other issue code, if the appellant does not provide the CNS notice number either to the telephone intake worker or on the correspondence, fax or walk-in request, inquiry must be done on the FHIS menu under "Client Notice System" to ensure that the notice number is obtained and entered on the DSS 1891. This will ensure that the local agency is appropriately apprised of the fair hearing request via the BICS printout of the notice.

Please be sure to note the additional issue code 950 - (MA INAD NA) in the appropriate area on the DSS 1891 and write the CNS notice number in the "Batch Number" field for data entry. If you cannot find a CNS notice number after inquiry, write C/F in the "batch number" field.

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Mark Lacivita, Director of Administration  
Office of Administrative Hearings