

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 09-17
Distribution:			Date: July 20, 2009
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ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input checked="" type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: NYC Job Center 78, Euclid, Closing Effective July 31, 2009
	SUP ALJs <input checked="" type="checkbox"/>		
NYC OAH Staff <input checked="" type="checkbox"/>	NYC ALJs <input checked="" type="checkbox"/>	NYC Agencies <input checked="" type="checkbox"/>	
	SUP ALJs <input checked="" type="checkbox"/>	HRA Only	

The New York City Human Resources Administration (HRA) has announced an additional center closing effective July 31, 2009. **Job Center 78 (Euclid Job Center)** located at 404 Pine Street, Brooklyn, NY 11208 will close. Cases will be transferred to **Job Center 66 (Bushwick)** at 30 Thornton Street, Brooklyn, New York, NY 11206 and **Job Center 67 (Linden)** at 45 Hoyt Street, 6th Floor, Brooklyn, NY 11201. Communications Intake Unit (CIU) staff should code any incoming requests from Job Center 78 against Job Center 66.

OAH Scheduling Unit staff will convert any existing requests scheduled against N078 to the newly assigned Job Center 66, since a very small volume of clients will be assigned to Job Center 67. If, upon scheduling, N066 is incorrect, it will be up to NYC HRA to complete and forward to OAH an Agency or Case Number Correction form electronically or via fax or mail.

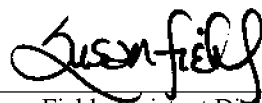
This form is available for HRA use on the OTDA website at:

<http://otda.state.ny.net/ah/forms.htm>

(See the header "Request Correction of Agency or Case Number" and click on the hyperlink "E-Agency Correction Form" to submit an on-line request, or click on "Request Correction of Agency or Case Number" to submit via fax or mail).

Once established, an edit will prevent CIU staff, when processing new requests in FHIS (Fair Hearing Information System), from entering N078 in the Agency field.

If there are any questions with respect to this transmittal, you may contact your supervisor or Susan Fiehl at (518) 473-4779 or via email susan.fiehl@otda.state.ny.us.



Susan Fiehl, Assistant Director of Administration
Office of Administrative Hearings