

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>			<b>Transmittal Number:</b> 07-17
<b>Distribution:</b>			<b>Date:</b> November 19, 2007
			<b>Page:</b> 1 of 1
<b>ALB OAH Staff</b> <input checked="" type="checkbox"/>	<b>UPS ALJs</b> <input checked="" type="checkbox"/>	<b>Upstate LDSS</b> <input type="checkbox"/>	<b>Subject:</b>  Job Center 35 (Dyckman) Relocation and Job Center 26 (Inwood) Reopening
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>		
<b>NYC OAH Staff</b> <input checked="" type="checkbox"/>	<b>NYC ALJs</b> <input checked="" type="checkbox"/>	<b>NYC Agencies</b> <input checked="" type="checkbox"/>	
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>	<b>HRA, Centers 35 &amp; 26 Only</b>	

The New York City Human Resources Administration (HRA) has announced two center changes effective November 13, 2007 with several more to follow in the future. Job Center 35, Dyckman, will relocate to 4055 10<sup>th</sup> Avenue, New York, New York 10034. Colocated at the same address, Job Center 26 has been reopened and will be known as the Inwood Job Center. (Job Center 26 was formerly the St. Nicholas Center which closed in April, 2007.)

The same HRA staff will handle all fair hearing preparation and representation for both Job Center 35 and Job Center 26 hearings. Notification of fair hearing requests, redirects, adjournments, reopens, scheduling notices, etc. will be forwarded to a single print queue, previously the print queue for Center 35, Dyckman.

Communications Intake staff can enter either N035 or N026, as appropriate, in the Agency field, resulting in the hearing being scheduled at 14 Boerum Place.

Use of N035 in the Agency field will result in notification to:

**Dyckman Job Center (#35)  
4055 10<sup>th</sup> Avenue  
New York, New York 10034**

Use of N026 in the Agency field will result in notification to:

**Inwood Job Center (#26)  
4055 10<sup>th</sup> Avenue  
New York, New York 10034**

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](mailto:susan.fiehl@otda.state.ny.us).

A handwritten signature in black ink that reads "Mark Lacivita". The signature is written in a cursive style with a large, stylized initial "M".

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Mark Lacivita, Director of Administration  
Office of Administrative Hearings