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| <b>Office of Administrative Hearings (OAH)<br/>Procedures Transmittal</b>   | <b>Transmittal Number:</b>                            | 02-12  |
| <b>Distribution:</b>  | <b>Date:</b>  | June 5, 2002                                   |
|   | <b>Page:</b>  | 1 of 1   |
|   | <b>Subject:</b>                                       | Closing of Queensboro Income Support Center 51 |
| ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input type="checkbox"/> Upstate LDSS <input type="checkbox"/>                       |   |  |
|   | SUP ALJs <input 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 Queensboro Income Support Center (ISC) #51 at 33-28 Northern Blvd., Long Island City, NY 11101 will close effective June 28, 2002. The final Office of Administrative Hearings (OAH) calendar for this ISC will be June 27, 2001. Communications Intake staff should discontinue entering ISC 51 in the agency field on the Fair Hearing Information System (FHIS) immediately. An edit will prevent the input of this center after June 10, 2002. Clients have been referred to alternate centers by the New York City Human Resources Administration (HRA) according to zip code, as follows:

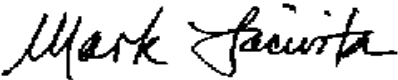
Applicants residing in zip codes 11004, 11040, 11101 through 11106, 11354 through 11375, 11377 through 11380, and 11385 will be reassigned from Queensboro to the Queens Job Center, ISC 53.

Applicants residing in zip code 11411 through 11423, 11426 through 11430, and 11432 through 11436 will be reassigned from Queensboro to the Jamaica Job Center, ISC 54.

If the zip code is anything other than the above, Communications Intake staff can enter NIM in the agency field and HRA should utilize the Agency Correction (OTDA-524EL) form to provide the proper Income Support Center.

The updated NYC Income Support/Job Centers listing will be available on the Intranet. Until such time as revisions are made to the Zip Code Guide currently available on the Intranet, pen and ink changes can be noted.

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email [90J029@dfa.state.ny.us](mailto:90J029@dfa.state.ny.us).

  
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 Mark Lacivita, Director of Administration  
 Office of Administrative Hearings