

Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal Number:	01-32
Distribution: 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 type="checkbox"/> NYC Agencies <input type="checkbox"/> SUP ALJs <input type="checkbox"/>	Date:	November 2, 2001
	Page:	1 of 1
	Subject:	RTI Number Displays on CNS Detail Screen for NYC Recoupments

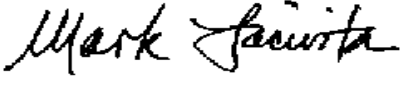
Since July, 2001, it has been possible to locate a New York City Human Resources Administration recoupment issue on the Client Notice System (CNS). The Recoupment Identification (RTI) Number will be displayed on the Client Notice Detail Screen (WNCN017).

Communications Intake Unit staff should be advised that it is not necessary to list the RTI Number in the Notice Number field on the Request Information screen (PFREQ1) of the Fair Hearing Information System (FHIS), as CNS will automatically enter the Notice Number. The RTI Number should be added to the Comment field, as it could be beneficial for Aid-Continuing purposes or to assist in assuring compliance with decision directives.

A page replacement to the Desk Guide has been prepared to remind staff to add the RTI Number to the Comments on recoupment issues (Issue Codes 100-107) and will be distributed, as appropriate. This revision to the FHIS Issue Codes is now available on the OAH Intranet.

It may take time for all recoupment issues to be run exclusively on the Client Notice System. Until this function is totally operational at all Income Support Centers and for all recoupment issues, it will still be necessary to utilize the CCCP Notice Match when unable to locate a recoupment issue on CNS. Communications Intake staff will be advised at such time as all recoupments at all centers are on CNS and it is, therefore, no longer necessary to utilize CCCP.

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.



Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment