

Office of Administrative Hearings (OAH)	Transmittal Number: 99-49
Procedures Transmittal	Date: November 23, 1999
	Page: 1 of 2
Distribution:	
ALB OAH Staff [x] UPS ALJs/ [] Upstate LDSS []	Subject: Coding of Employment Issues (Unknown Originating Agency)
SUP ALJs []	
NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [x]	
SUP ALJs [x] HRA, NBEG, NOES	

The New York City Human Resources Administration's Family Independence Administration has underway an initiative to close all "free-standing" Employment Support Offices (BEGIN) and to integrate employment activities within the individual Job/Income Support Centers. Certain centers such as Richmond (ISC 99), Bushwick (ISC 66), and Greenwood (ISC 85) are already generating their own notices for employment-related issues, as outlined in Office of Administrative Hearings (OAH) Transmittals 99-08 and 99-22. However, there continues to be some confusion in certain situations when it is unclear whether the issue should be set up against the NBEG agency or the NOES agency. Since it is the eventual aim for the NBEG and the NOES agencies to merge functions on employment-related issues, until further notice, when it is unclear as to whether the notice was issued by the NBEG or the NOES agency, a process has been established similar to the "NIM" process currently in use for ADC/HR cases.

When it is unclear which agency generated the notice for employment-related issues, Communications Intake staff should reference both NBEG and NOES, by entering them in the first and second agency fields. The Income Support Center, if known, should be entered in the third agency field. When the 1891 is forwarded to HRA, the use of the dual agencies, NBEG/NOES (for the category ADC), or NOES/NBEG (for the category HR) in the first and second agency fields will alert HRA staff that it is necessary to forward to this office additional information identifying the responsible agency. Upon receipt of identifying information from HRA, the request will be updated with the correct agency.

Coding for employment-related issues from an "unknown" originating agency is as follows:

Agency: NBEG/NOES/N0__
Category: ADC (FA)
Subcategory: None
Issue Code: Any Employment-related Code
Action: DISC, REDU, DEN, or INAD
Hearing Location: 109 East 16th Street

or

Agency: NOES/NBEG/N0__
 Category: HR (SN)
 Subcategory: None
 Issue Code: Any Employment-related Code
 Action: DISC, REDU, DEN, or INAD
 Hearing Location: 109 East 16th Street

When processing requests pursuant to notices generated by either NOES, NBEG or the "unknown" dual designation of NOES/NBEG or NBEG/NOES, non-employment issues CANNOT be included with the employment-related issues but should be processed as a separate request.

Please note, when coding requests generated by Job Centers 99, 66, 85, etc., this dual agency notification should not be used but, rather, Communications Intake staff should reference the Job Center (N099, N066, N085, etc.) in the first agency field plus either NBEG or NOES in the second agency field, as appropriate. When determining which of the two agencies should appear in the second agency field, intake staff can use the general guideline that "ADC" cases should be coded against the NBEG agency and "HR" cases should be coded against the NOES agency. Coding for employment-related issues generated by Job Centers is as follows:

Agency: N099/NBEG, or N066/NBEG, or N085/NBEG, etc.
 Category: ADC (FA)
 Subcategory: None
 Issue Code: Any Employment-related Code
 Action: DISC, REDU, DEN, or INAD
 Hearing Location: 80 Centre Street

or

Agency: N099/NOES, or N066/NOES, or N085/NOES, etc.
 Category: HR (SN)
 Subcategory: None
 Issue Code: Any Employment-related Code
 Action: DISC, REDU, DEN, or INAD
 Hearing Location: 80 Centre Street

In processing requests pursuant to notices from any Job Centers, non-employment issues CAN be included in addition to all employment-related issues.

The general guideline in determining which agency should appear in the primary agency field when processing all notices of employability or exemption should continue to be to determine which agency generated the notice, i.e. Income Support Center (ISC), Job Center, BEGIN, or OES. Any questions can be directed to your supervisor or to Sue Fiehl at (518) 473-4779 or via email 90j029.

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 Office of Administrative Hearings