

Office of Administrative Hearings (OAH)			Transmittal Number: 96-17
Procedures Transmittal			Date: May 16, 1996
Distribution:			
ALB OAH Staff [X]	UPS ALJs/ [] SUP ALJs []	Upstate LDSS []	Subject: Notice from OES Regarding Failure to Participate in Drug/Alcohol Rehabilitation
NYC OAH Staff [X]	NYC ALJs/ [X] SUP ALJs [X]	NYC Agencies [X] NOES & NHRA Only	

There is a Notice of Intent in circulation regarding failure to keep an appointment with the Drug and Alcohol Abuse Referral Unit which has the address "B.E.S., 109 E. 16th Street" (Office of Employment Services) and "Program Code 6" appearing in the upper right-hand column. The Income Support Center address appears in the upper left-hand corner of the notice. Requests for fair hearings on these notices (a copy of which is attached) should be coded as follows:

Agency: NOES/IS Center # (In This Order)
 Category: HR
 Action: DISC
 Issue Code: 150
 Hearing Location: None (FHIS will schedule at 109 E. 16th Street)

When a notice match is done on these requests, the system pulls over the agency NOTM (NYC Office of Treatment Monitoring) and the subcategory SP02. The agency field should be changed from NOTM to NOES and the SP02 subcategory must be deleted from the system to ensure that the hearing is scheduled at 109 E. 16th Street rather than 80 Centre Street, where the SP02 calendar is normally scheduled.

This notice represents another example of an issue which was previously the responsibility of the Income Support Center that is now being handled by the Office of Employment Services. There may still be notices generated by the Income Support Centers on this issue, and they should be scheduled at 80 Centre Street, as before; however, the key to identifying NOES as being the proper agency to notify is the "Program Code 6." Any questionable notices should be brought to the attention of your supervisor to determine the proper agency of responsibility.

If you have any questions regarding this transmittal, please contact Susan Fiehl at (518) 473-4779 or via e-mail 90J029.

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Mark Lacivita, Director of Administration
 Office of Administrative Hearings

Attachment