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| <b>Office of Administrative Hearings (OAH)<br/>Procedures Transmittal</b> |  | <b>Transmittal Number:</b> 14-002                                  |
| <b>Distribution:</b>  |  | <b>Date:</b> August 7, 2014  |
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| ALB OAH Staff <input checked="" type="checkbox"/>                         | UPS ALJs <input checked="" type="checkbox"/> | Upstate LDSS <input checked="" type="checkbox"/>                   |
|   | SUP ALJs <input checked="" 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"/> |  |
|   |  | <b>Subject: Changes to Outcome Reason Codes (Withdrawal Codes)</b> |

This transmittal replaces information in Transmittal 05-30 and Transmittal 03-02.

Effective Monday, August 11, 2014, the following changes will be made to the Outcome Reason Codes which are assigned at the end of a hearing to describe the resolution of the issue being heard. Effective immediately, the number of Agency withdrawal codes is reduced from seven to three. The three withdrawal codes that are to be used are as follows:

Code 20 – Agency is not prepared to proceed and/or does not have Appellant’s case record

Code 22 – Appellant submitted information/verification/documentation following Agency determination but before or at fair hearing, accepted by Agency

Code 26 – Agency reevaluated position prior to hearing (including SOS process)

Codes 21, 23, 24, 25, and 29 are no longer available for use.

These code changes are being made to simplify and clarify the available codes. In order for these updated codes to provide for a clearer indication of the situation surrounding the withdrawal, it will be required that New York City Human Resources Administration (HRA) be forthright in its reason for the withdrawal and that the Hearing Officer properly ascertains that reason from the HRA representative.

If you have any questions regarding this transmittal, please contact Marc Isaacs at (518) 486-9586 or via e-mail at [marc.isaacs@otda.ny.gov](mailto:marc.isaacs@otda.ny.gov).

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