

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>			<b>Transmittal Number:</b> 10-04
<b>Distribution:</b>			<b>Date:</b> May 11, 2010
			<b>Page:</b> 1 of 1
<b>ALB OAH Staff</b> <input checked="" type="checkbox"/>	<b>UPS ALJs</b> <input checked="" type="checkbox"/>	<b>Upstate LDSS</b> <input type="checkbox"/>	<b>Subject:</b>  NYC Food Stamp Center Closings NF23 (Boro Hall), NF27 (New Utrecht), NF63 (Homebound), and NF51 (St. George)
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>		
<b>NYC OAH Staff</b> <input checked="" type="checkbox"/>	<b>NYC ALJs</b> <input checked="" type="checkbox"/>	<b>NYC Agencies HRA Only</b> <input checked="" type="checkbox"/>	
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>		

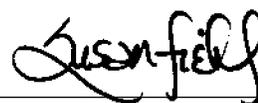
It has come to our attention that the following Food Stamp Centers under the administration of the New York City Human Resources Administration (HRA) are no longer active:

F23 Boro Hall  
F27 New Utrecht  
F63 Homebound  
F51 St. George

All clients have been transferred to various alternate sites, and existing hearing requests are being converted by OAH staff to the proper center, as appropriate. In determining the correct center, Communications Intake Unit (CIU) staff should refer to the NYC Zip Code Guide on the Intake website. An edit in the Fair Hearing Information System (FHIS) will prevent CIU staff, when processing new requests, from entering NF23, NF27, NF63, and NF51 in the Agency field.

Should CIU staff schedule a fair hearing against an incorrect center due to limited or incorrect information, it will subsequently be up to NYC HRA to complete and forward to OAH an Agency or Case Number Correction form via fax or mail or on-line. This form is available on the OTDA website at <http://otda.state.ny.net/ah/forms.htm> (see the header "Request Correction of Agency or Case Number" and click on the hyperlink "E-Agency Correction Form" to submit an on-line request or click on "Request Correction of Agency or Case Number" to submit via fax or mail).

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



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