

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 09-03
Distribution:			Date: February 11, 2009
			Page: 1 of 1
ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input checked="" type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: NYC Center Closing Job Center 49 (Refugee and Immigrant Job Center Annex)
	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"/>	HRA Only	

The New York City Human Resources Administration (HRA) has announced an additional center closing effective January 30, 2009. **Job Center 49 (Immigrant Job Center Annex)** located at 98 Flatbush Avenue, Brooklyn, NY 11217 has closed. Cases will be transferred to Job Center 84 (Seniorworks) at 12 West 14TH Street., 2ND Floor, New York, NY 10001 and Center 47 (Refugee and Immigrant Job Center) at 2 Washington Street, New York, NY 10004.

OAH Scheduling Unit staff is converting any existing requests scheduled against N049 to the newly assigned centers based on date of birth, to the extent that such conversion is easily accomplished. Those appellants 60 and over are assigned to N084 and those under 60 are assigned to N047.

When date of birth is unavailable, the agency will be entered as N047, and if N047 is incorrect, 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).

An edit has been created in the Fair Hearing Information System (FHIS) that will prevent Communication Intake Unit (CIU) staff, when processing new requests, from entering N049 in the Agency field.

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.



Mark Lacivita, Director of Administration
Office of Administrative Hearings