

ADJOURNMENT/WITHDRAWAL/REOPEN CODES  
Numerical Reference Guide

ADJOURNMENT/REOPEN RELATED

- 01 Administrative – Health & Safety
- 02 Administrative – Overloaded Calendar  
(Supervising ALJ Approval Required)
- 04 Administrative – Combine Files/Clarify Issues
- 05 ADH- Unclaimed Certified Mail
- 06 Administrative – ALJ Sick
- 07 ADH- Waiver Withdrawn By Recipient
- 08 ADH – Case Resubmitted By Agency
- 09 Administrative – Error
- 10 Administrative – Varshavsky Litigation
- 11 General Administrative (see guide regarding  
homebound issues) – OFFICE USE ONLY
- 12 Scheduling Error – For Use By Scheduling Unit  
Only
- 13 Telephone Hearing – Awaiting a Home Hearing
- 14 (Shakhnes) Adjournment more than 21 days; per app  
request
- 15 Adjourn Delay By Appellant
- 16 Emergency Home Repair (plumbing, locks, etc)
- 17 Lay Representative Appeared Without  
Authorization
- 18 Representative Appeared, Appellant Did Not –  
Appellant’s Testimony Needed
- 19 Representative Appeared Without Varshavsky  
Medical Documentation
- 20 Appellant Incarcerated
- 21 Lack of Child Care
- 22 Educational (Class/Exams) (Graduation)
- 23 Employment Conflicts – Add restrictions
- 24 Interpreter Needed (NYC Spanish and Russian  
Available Daily)
- 25 Verification Requested
- 26 Medical – Appellant/Children are ill
- 27 Medical – Appellant Verified Homebound
- 29 Preparation Time - Representative Recently  
Retained or Needs to Obtain
- 30 Preparation Time /Awaiting Documents
- 31 Pending Outcome of Lawsuit  
(Appellant/Representative)
- 32 Appellant’s Witness Not Available
- 33 Representative Not Available/ill (REP’S OFFICE  
MUST CALL)
- 35 Representative Lost Contact with Appellant
- 36 Scheduling Conflict (Appellant/Representative)  
(REP MUST CALL TO ADJOURN)
- 37 Time Change (may be necessary to add restrictions)
- 38 Lack of Funds – Usually Upstate Only  
Lack of Transportation – Upstate Only (liaison may  
be able to verify)
- 40 Out of Town (Family Illness/Emergency)
- 41 Funeral
- 42 Inclement Weather (Upstate-verify with liaison)
- 44 Had to Leave Before Hearing was Called (liaison  
can verify)
- 45 Religious Holiday/Observance
- 46 Administrative –Agency Change or Add/Delete

Location

- 47 Possible Resolution
- 48 Other Appellant/Representative Reason
- 49 Transportation Delays – (can consult liaison)
- 50 Non-Receipt/Late Receipt of Scheduling Notice
- 52 Appellant Thought Issue Resolved (Reopen Only)
- 55 Appellant in an In-House Alcohol/Drug  
Rehabilitation
- 56 Waiting for Administrative Authorization to  
Represent/Guardianship/Letters of Administration
- 58 Appellant on Jury Duty
- 59 Agency Representative/Witness Not Available  
(Supervising ALJ Approval Required)
- 62 Agency Reason – (Supervising ALJ Approval  
Required)
- 64 (Shakhnes) Adjournment granted by ALJ per agency  
request to benefit the client
- 70 Telephone Hearing – Appellant Not Home/Not  
Available
- 71 Telephone Hearing – Appellant Deceased and  
Family Awaiting Authorization to Pursue Hearing  
(Change to a Regular Hearing)
- 72 Telephone Hearing – Telephone  
Disconnected/Wrong Number
- 74 Telephone Hearing –Appellant no Longer Wishes to  
Pursue Homebound Telephone Hearing (to be used  
only when adjourning to a regular hearing)
- 99 (Pend) Delayed by Appellant - (Automated use  
ONLY)

**FOR ANY HEARINGS WITH A LEGAL REPRESENTATIVE, THE REP MUST REQUEST THE ADJOURNMENT.**

**NO LONGER IN USE**

- 03 Initiated at Hearing and or Personalized
- 12 Administrative Error (other than Name/Address)
- 19 Awaiting Written Confirmation of Withdrawal from  
Agency \*see code 47
- 28 Preparation Time – Appellant
- 34 Representative Not Retained
- 39 Car Trouble – Upstate Only (can consult liaison)
- 43 Arrived Late at Hearing \*use appropriate reason code
- 51 Administrative – Notice Returned by U.S. Postal  
Service \*see code 50
- 53 Unable to Contact Adjournment Phone Number
- 54 Appellant Mistook the Date
- 57 Agency Failed to Provide Summary/Packet
- 60 Agency Facility not Available
- 61 Agency Needs Time to Prepare
- 63 On Consent
- 73 Telephone Hearing – Awaiting Signed Appellant  
Withdrawal
- 79 Mandatory Dispute Resolution Withdrawal
- 95 Within 15 Days but Not Good Cause

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- 96 Over 15 Days  
97 97 Within 45 Days but Not Good Cause  
98 98 Over 45 Days

**ADJOURNMENT COLOR KEY**

BLACK: GENERAL USE BY ALL  
BLUE: UPSTATE LIAISON/NYC CAL MANAGEMENT  
RED: ALJ ONLY  
GREEN: TELEPHONE/HOME HEARINGS ONLY  
PURPLE: ADH ONLY

\*See Adjourment Guide for questions to ask appellant while processing adjourment requests.

**WITHDRAWAL RELATED**

- 80 Telephone Hearing – Abandoned/Returned/  
Unclaimed/Undeliverable  
81 Appellant Deceased  
82 Signed Withdrawal Received  
83 Issue Resolved  
84 Appellant No Longer Wishes to Pursue  
85 Appellant Withdrew at Hearing  
86 Administrative – Duplicate Request  
87 Administrative – Not a Hearable Issue  
88 Administrative – Abandoned/Cannot Process  
89 Settled in Conference in Appellant’s Favor

**DEFAULT RELATED**

- 90 Client Appeared Late – by Office  
91 Client Appeared Late – by Hearing Officer

**FISHMAN ONLY (DESIGNATED STAFF ONLY):**

- 75 RPDN 75 FISHMAN HEARING DEFAULT  
92 RPDN 92 REOPEN DENIED BECAUSE FISHMAN-  
DID NOT FOLLOW REQUIREMENTS  
93 REOP 93 FISHMAN DEFAULT WITHIN 10 DAYS  
94 RPDN 94 FISHMAN DEFAULT OVER 10 DAYS

**REOPEN DENY- (See Below for Claims of Non-Receipt of Scheduling Notice)**

- 66 Not good  
67 Over one year

**GUIDELINES**

- ESTABLISH GOOD CAUSE
- Why didn’t the client go to the hearing?  
Is it good cause? If not, Reopen Deny (RPDN) using code 66.
- If it is good cause but over one year then Reopen Deny (RPDN) using code 67.

**Claims Non-Receipt of Scheduling Notice**

- 66 Not good cause  
67 Over one year

**GUIDELINES**

- ESTABLISH GOOD CAUSE FOR NON RECEIPT OF NOTICE
- If the address is correct and the scheduling notice did not come back to OAH then Reopen Deny (RPDN) using code 66.