

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>		<b>Transmittal 18-08</b>
<b>Distribution:</b>		<b>Date: October 18, 2018</b>
<b>Albany OAH Staff</b> <input checked="" type="checkbox"/>	<b>Rest of State Hearing Officers</b> <input checked="" type="checkbox"/>	<b>Subject: Format Change to Agency Notices</b>
	<b>Supervising Hearing Officers</b> <input checked="" type="checkbox"/>	
<b>NYC OAH Staff</b> <input checked="" type="checkbox"/>	<b>NYC Hearing Officers</b> <input checked="" type="checkbox"/>	
	<b>Supervising Hearing Officers</b> <input checked="" type="checkbox"/>	
<b>Rest of State Social Service Districts</b> <input checked="" type="checkbox"/>		
<b>NYC Agencies</b> <input checked="" type="checkbox"/>		

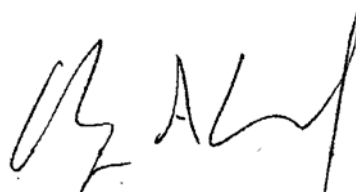
Effective October 19, 2018, all Agency Notices generated by the FHS750 and FHS470 (notices sent to COLD) programs will include PLACE OF HEARING. Four lines have been added to the notices between LOCATION and AGENCY to reflect the full address of the hearing location as follows:

LOCATION : 14 BOERUM PL. HEARING TYPE: SCHEDULE STATUS: Z SCHEDULING RESTRICTIONS  
PLACE OF HEARING : NY OTDA FAIR HEARINGS M T W T F  
14 BOERUM PLACE  
FIRST FLOOR - RECEPTIONIST -  
BROOKLYN NY 11201-5102  
AGENCY : N038 INTERPRETER : SPANISH ISSUE DATE: AM

For districts that receive the CSPROD\*FHS750 file via the BICS print queue, the PLACE OF HEARING record layout is as follows:

05 LINE PLUS 1.  
10 COLUMN 1 PIC X(19) VALUE 'PLACE OF HEARING : '  
10 COLUMN 20 PIC X(35) SOURCE WK-POH-GROUP-NAMEOF WS-REPORT-RECORD.  
10 COLUMN 114 PIC X(09) VALUE 'M T W T F'.  
05 LINE PLUS 1.  
10 COLUMN 20 PIC X(35) SOURCE WK-POH-ADDRESS-NAME OF WS-REPORT-RECORD.  
05 LINE PLUS 1.  
10 COLUMN 20 PIC X(35) SOURCE WK-POH-ADDRESS-STREET OF WS-REPORT-RECORD.  
05 LINE PLUS 1.  
10 COLUMN 20 PIC X(35) SOURCE WK-POH-ADDRESS-C-S-Z OF WS-REPORT-RECORD.

Questions should be directed to Samantha Wilbur at 518-486-6136 or [Samantha.Wilbur@otda.ny.gov](mailto:Samantha.Wilbur@otda.ny.gov).



Roy A. Esnard, Deputy Commissioner  
Office of Administrative Hearings