

Office of Administrative Hearings (OAH)		Transmittal Number: 00-24
Procedures Transmittal		Date: July 21, 2000
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Distribution:		
ALB OAH Staff [x]	UPS ALJs/ [] SUP ALJs []	Upstate LDSS []
NYC OAH Staff [x]	NYC ALJs/ [x] SUP ALJs [x]	NYC Agencies [x] HRA Only
		Subject: Reactivating the PAFS Subcategory for New York City Cases

Effective immediately, the Subcategory PAFS has been reactivated for use when coding any New York City Public Assistance case where the only issue for review is a Food Stamp Action or Inadequacy. The use of PAFS as a subcategory is for recordkeeping purposes and will not result in separate PAFS calendars.

In OAH Transmittal 97-46 (amended), procedures were set forth which eliminated the use of Subcategory PAFS for Upstate cases and established a procedure where, in lieu of using the PAFS Subcategory for New York City cases, staff were instructed to code these cases using a scheduling status of "N" (next available calendar). It is no longer necessary to use "N" scheduling status.

As indicated, New York City fair hearing requests involving a food stamp only issue on a public assistance case will continue to be integrated into the regular PA calendars scheduled at 14 Boerum Place or 109 East 16th Street, as appropriate (see OAH Transmittal 00-23). Coding should, therefore, include the use of the appropriate Income Support Center (ISC) in the primary agency field with use of the PAFS subcategory as follows:

Agency:	(ISC#) Income Support Center #
Category:	HR or ADC
Subcategory:	PAFS
Action:	INAD, REDU, DISC, DEN
Issue Code:	Appropriate Food Stamp Code
Hearing Site:	14 Boerum Place or 109 East 16th Street, as appropriate

An edit has been added to the Fair Hearing Information System (FHIS) that will indicate the following message if the PAFS Subcategory is omitted on either the request program (PFHREQ) or the Modification Program (PFHMOD) when the Agency is an Income Support Center, the Category is ADC or HR and the Issue Code(s) is(are) in the 400 range: "Subcategory PAFS Required for this Hearing."

Questions can be directed to your supervisor or to Sue Fiehl at (518) 473-4779 or via email 90j029@dfa.state.ny.us.

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Office of Administrative Hearings