Office of Administrative Hearing	Transmittal   s (OAH)   Number: 00-29
Procedures Transmittal	Date: August 14, 2000
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [] Upsta SUP ALJs []	te LDSS [ ]  Subject: Office of   Domestic Violence and   Emergency Intervention
NYC OAH Staff [x] NYC ALJS/ [x] NYC A SUP ALJS [x] NDHS/1	gencies [x]   Services (NODV) Coded

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DRAFT

Effective immediately, when coding fair hearing requests from or on behalf of a client whose placement in a domestic violence shelter is at issue, the Office of Domestic Violence and Emergency Intervention Services (ODV) should be indicated in the first agency position. These cases can be identified as cases where placement in a domestic violence shelter is denied or terminated, or any adequacy issue related to the client's placement in a domestic violence shelter. Staff in the Multiple Task Unit will be responsible for processing these requests once they are identified by Communications Intake Unit staff as domestic violence-related shelter issues.

Based on the information provided by the appellant at the time of the request, Communications Intake Unit staff should utilize the coding set forth below to ensure proper notification to the ODV agency. While these cases will be scheduled on the NDHS (Department of Homeless Services) calendar for administrative reasons, NDHS should no longer be coded in the agency field. Rather, "(NODV)" will be noted on the NDHS calendar next to the name to distinguish them from NDHS homeless shelter issue cases. They will then be scheduled by staff in the Multiple Task Unit within five to seven calendar days of the request. Coding has been changed, as follows:

Agency:	NODV
Category:	EA
Subcategory:	None
Issue Code:	Primarily 675 (General Emergency Issue - Not
	Covered by Code)
Action:	DISC, REDU, INAD, or DENY
Aid Status:	Aid-Continuing or Non-Aid, as appropriate
Hearing Site:	14 Boerum Place

Proper coding of these cases will ensure notification to the following individuals who will coordinate preparation for the hearing and representation from the appropriate domestic violence shelter:

Ms. Cecile Noel, Executive Director Office of Domestic Violence 180 Water Street, 24th Floor New York, New York 10038

Telephone: (212) 331-4535 Fax: (212) 331-4488 Ms. Jane Corbett, Deputy Commissioner Office of Domestic Violence & Emergency Intervention Services 180 Water Street, 24th Floor New York, New York 10038 Telephone: (212) 331-4500 Fax: (212) 331-4486

Please note that the following paragraph was revised from that of the original transmittal to reflect additional requirements for which a domestic violence waiver may be requested and denied and, therefore, subject to a hearing:

Fair hearing requests which concern a denial of a request for a domestic violence waiver to allow for delayed implementation of the Public Assistance employability requirements, child support requirements, drug or alcohol treatment requirements, or other program requirements should continue to be set up against the Income Support Center for scheduling on the NYC HRA Public Assistance calendar. However, NODV should be coded in the secondary agency field. A representative from NODV will appear at the hearing in addition to the representative from the appropriate Income Support Center.

This transmittal supersedes OAH Transmittal 00-14, dated June 12, 2000. A replacement page for the Issue Code/Desk Reference Guide which reflects this new coding will be forthcoming.

If you have any questions regarding this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email 90J029@dfa.state.ny.us.

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Mark Lacivita, Director of Administration Office of Administrative Hearings