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| Office of Administrative Hearings (OAH) Procedures Transmittal | Transmittal Number: | 03-15 |
| Distribution: ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input checked="" type="checkbox"/> Upstate LDSS <input checked="" type="checkbox"/> 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"/> | Date: | May 30, 2003 |
| | Page: | 1 of 1 |
| | Subject: New Issue Code 218 Family Planning Benefit Program (FPBP) | |

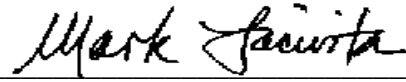
A new Fair Hearing Information System (FHIS) issue code, Issue Code 218, has been created for fair hearing requests involving actions taken statewide by the Family Planning Benefit Program (FPBP) administered by the New York State Department of Health. This is a program for women of childbearing age (including teens under 21 years of age), as well as men. Recipients of FPBP must meet certain income criteria, are not otherwise eligible for Medical Assistance or Family Health Plus or have chosen not to apply, and need family planning and related services on a fee-for-services basis.

For Upstate, the local Department of Social Services and in NYC, the HRA Medical Assistance Program has responsibility for making a final determination of eligibility and sending appropriate notice to the client and to the Family Planning Provider that accepted the application. Since this program is highly confidential in nature, the application process has a provision for allowing all mail related to the program to be sent to an alternate address other than the client's home. In most cases, this alternate address would be a Family Planning Provider. It is, therefore, equally important that requests for hearing related to this issue be handled with the same level of confidentiality. **Communication Intake staff must, in all instances, determine from the appellant if s/he wishes to have all correspondence related to the hearing request forwarded to an alternate address. If so, the alternate address, NOT THE HOME ADDRESS, must be the address of record on the fair hearing request. To further safeguard this confidentiality, in the event of an adjournment or other rescheduling, BOTH the Message Field and the Comment Field on the Fair Hearing Information System must be noted with the language indicated below.**

Communications Intake staff can refer to the following coding for FPBP-related fair hearing requests:

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| Agency: | LDSS (Upstate); NMAP (NYC) |
| Category: | MA |
| Subcategory: | None |
| Action: | REDU, DENY, DISC, or INAD |
| Issue Code: | 218 Family Planning Benefit Program (FPBP) |
| Hearing Location: | LDSS (Upstate); 330 West 34th Street (NYC) |
| Message Field: | If appropriate, "Confidential: Not the Home Address" |
| Comment Field: | If appropriate, "Confidential: Not the Home Address" |

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

A handwritten signature in black ink, reading "Mark Lacivita". The signature is written in a cursive, flowing style. The first name "Mark" is written in a standard cursive, while "Lacivita" has a more stylized, elongated 'L' and 'i'.

Mark Lacivita, Director of Administration
Office of Administrative Hearings