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| Office of Administrative Hearings (OAH) Procedures Transmittal | Transmittal Number: | 03-16 |
| Distribution: ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input checked="" type="checkbox"/> Upstate LDSS <input type="checkbox"/> SUP ALJs <input checked="" type="checkbox"/> NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs <input checked="" type="checkbox"/> NYC Agencies <input type="checkbox"/> SUP ALJs <input checked="" type="checkbox"/> | Date: | June 27, 2003 |
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| | Subject: Revision of Report FH-019 Federal Data Sheet | |

Effective June 18, 2003, Report FH-019, what is referred to as the "Federal Data Sheet," has been revised to include the CNS Notice ID Number. It is located in the column to the left of the Reason Code.

Please note that this information is being provided as a means of distinguishing CNS notices and is generally quite accurate as it is information obtained directly from the CNS system. It is not intended that Administrative Law Judges take any additional measures to correct the CNS notice number if an error is detected or add the CNS notice number in situations where a new issue is being added at the time of the hearing.

In addition, effective June 23, 2003, a new FH-019 is now created each time a Supplemental Issue is added or any amendment to the request is made where the intake worker indicates on the Fair Hearing Information system (FHIS) that a new OAH 1891 is to be generated. This should be helpful in documenting the most up-to-date fields to be completed by the Administrative Law Judge. Previously, a new FH-019 was only created if the hearing was rescheduled; now it will be created upon rescheduling as well as upon addition of a Supplemental or Amended Issue, as indicated above. Only the most current version, denoted by the "date created" in the upper right corner of the FH-019, should be in the file at the time of the hearing.

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 { [HYPERLINK mailto:90J029@dfa.state.ny.us](mailto:90J029@dfa.state.ny.us) }.



Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment