Office of Administrative Hearings (OAH)			Transmittal Number: 95-18
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 Distribution: ALB OAH Staff [X]	UPS ALJs/ []	Upstate LDSS []	Subject: Protective
 NYC OAH Staff [X] +	NYC ALJs/[X] SUP ALJs [X] (Info Only)	NYC Agencies [] (NPSA Only)	Services for Adults (PSA) Coding Procedures

Generally, most PSA cases are scheduled to be held at 330 West 34th Street, New York, New York. However, when a fair hearing request involves PSA and another agency, e.g. an Income Support Center or the Office of Home Care), the primary Agency field (which dictates hearing location) should reflect the agency whose action has created the principal issue to be reviewed at the fair hearing. This will ensure that the hearing is scheduled at either 330 West 34th Street, 80 Centre Street, or 109 East 16th Street, as appropriate.

Coding and Handling of PSA Cases:

When a fair hearing request pertains solely to a PSA issue(s), "NPSA" is input into the primary Agency field. This will ensure that the PSA case is scheduled at 330 West 34th Street, New York, New York and that a decision is generated for that agency.

When a PSA case requires expedited handling but does not involve a Public Assistance emergency issue, as described below, Peter Zaret should be contacted at (212) 695-8381 so that he can arrange to have the hearing heard on the next available MA calendar at 330 West 34th Street, New York, New York. If a PSA case involves a PA Emergency Assistance (EA) issue and needs to be expedited, follow the procedure described below:

Coding and Handling of PSA Cases Involving Emergency Assistance (EA) Issues:

When a PSA case involves an emergency Public Assistance issue, such as an eviction for rent arrears, it is necessary to put "NIM" or the actual center number in the primary Agency field position and "NPSA" in the secondary Agency field position. This will ensure that the hearing will be scheduled at 80 Centre Street. In addition, the scheduling information should be included on the Comment screen. For example, "Scheduled for May 1, 1995, 9:00 a.m. at 80 Centre Street." The only time an EA 1891 is faxed is when the the Department of Homeless Services (NDHS) is involved. In such instances, the EA 1891 should be faxed to the attention of Guljit Baines at (212) 788-9551 with a notation in the Comment field as to the date faxed and the initials of the intake worker who faxed the DSS-1891. All other agencies, including PSA, will receive notification the following day over NYC's Print Distribution System (PDS).

All other fair hearing requests involving PSA should be handled in accordance with the procedures established for the particular issue. Intake staff should consult with a supervisor for situations that are unusual.

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