

Office of Administrative Hearings (OAH)	Transmittal Number: 95-31
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Distribution:	
ALB OAH Staff [X]    UPS ALJs/ [X]    Upstate LDSS [X] SUP ALJs [X]	Subject: System Migration (H3 Hearing Type)
NYC OAH Staff [X]    NYC ALJs/ [X]    NYC Agencies [X] SUP ALJs [X]	

Effective Monday, August 14, 1995, Hearing Type, "H3", will migrate over FHSIS to denote those cases that are scheduled as Home Hearings. The scheduling status for these cases will be "H". All records with a 900 issue code will be converted to Hearing Type H3, Scheduling Status H. To summarize the three Hearing Types associated with the Homebound Hearing Process, please be aware of the following:

<u>Hearing Type</u>	<u>Scheduling Status</u>	
H1	M	= Pending Medical
H2	T	= Telephone Hearing
H3	H	= Home Hearing

Further, the laser DSS-457 sent to appellants and representatives will display the client's address and have the caption, Home Hearing, in Section F, "Place of Hearing". The electronic DSS-457 and DSS-1891 notification to the agency will also display the client's address and indicate Home Hearing in the Hearing Type field to enable the agency to clearly identify these cases as being scheduled in the appellant's home. (For H2, T status cases, Telephone, will appear in the Hearing Type field on the electronic DSS-457 and DSS-1891).

File folder labels will now display Telephone Hearing or Home Hearing across the top. The Fair Hearing Calendar, FH018, will now indicate those cases that are Home Hearings, to enable Calendar Management staff to direct interpreters to the home address, when appropriate.

If you have any questions, please contact Lisa Hauth at 4-2453 or via e-mail 89a110. Thank you.

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Mark Lacivita, Director of Administration  
Office of Administrative Hearings