| Transmittal Office of Administrative Hearings (OAH) | Number: 96-09 +-----| | Date: May 1, 1996 Procedures Transmittal +-----! |Distribution: ALB OAH Staff [x] UPS ALJs/ [] Upstate LDSS [] Subject: Coding of SUP ALJS [] | Eliqibility Verification Review NYC OAH Staff [x] NYC ALJS/ [] NYC Agencies []| Cases (NEVR) SUP ALJS [] +----+

The following information is being provided to assist staff in identifying fair hearing requests that should be coded as NYC Eligibility Verification Review (NEVR) cases. The agency field NEVR should appear in the primary position when the following circumstances apply:

- o NYC notice that refers to action taken pursuant to "a field investigation."
- o NYC computer-generated notice with reason code "59-4" and a program code of "4".
- o Notice match indicates "NOQA" in the agency field.
- o Notice or client mentions "Jay Street."

To ascertain the above information, it is essential that Notice Matches be done for all PA discontinuances. There should be few instances where WMS needs to be checked. When the client or notice specifically mentions Eligibility Verification Review (NEVR) or in any of the above situations, the coding is as follows:

Agency:	NEVR/ISC# (in this order)
Category:	HR or ADC
Subcategory:	None
Action:	DENY, DISC, REDU
Issue Code:	As appropriate

When it is unclear whether NEVR is the primary agency, the coding is as follows:

Agency:	ISC#/NEVR (in this order)
Category:	HR or ADC
Subcategory:	None
Action:	DENY, DISC, REDU
Issue Code:	As appropriate

Every effort should be made to list the correct agency in the first position to minimize adjournments. If you have any questions regarding this transmittal, please contact Susan Fiehl at 473-4779 or e-mail 90j029.

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