| Transmittal Office of Administrative Hearings (OAH) | Number: 96-14 +-----| | Date: May 16, 1996 Procedures Transmittal |Distribution: |ALB OAH Staff [X] UPS ALJs/ [] Upstate LDSS [] | Subject: ADC-U SUP ALJs [] Employment-Related Fair Hearing Requests |NYC OAH Staff [X] NYC ALJs/ [X] NYC Agencies [X]| SUP ALJs [X] NOES & NHRA Only +----+

Effective February, 1996, the Office of Employment Services has merged the ADC-U (ADC-unemployed) population into NYC WAY, the Work Rules Program which requires all employable HR and ADC-U recipients to participate in the Work Experience Program (WEP), if they are not working full time, in order to qualify for public assistance.

Cases categorized as ADC-U usually consists of a family unit in which there are children under the age of 18 and two non-disabled adults, at least one of whom has had a recent work or training history. Employment requirements for this population are the responsibility of the Office of Employment Services, not BEGIN. Accordingly, fair hearing requests regarding these ADC-U cases (except for DENIALS*) should be coded as follows to ensure that they are scheduled at our hearing site at 109 E. 16th Street:

Agency: NOES/IS Center #

Category: ADC

REDU/DISC/INAD
Issue Code: Approxi Appropriate 700 series code

Hearing Location: None (FHIS will schedule at 109 E. 16th Street)

In addition, a comment should be entered on PFREQ 3 (Comment Information Screen) indicating "ADC-U" and the action.

Agency notices should clearly identify OES as the originating agency and should note the ADC-U category of assistance. Telephone intake staff should try to ascertain the correct category of assistance during the interview and code the request accordingly. Non-employment related ADC-U clients should continue to be scheduled against the appropriate center.

*DENIALS of ADC-U benefits must be scheduled at the hearing site at 80 Centre Street, since the files for denied cases are not forwarded to the OES office at 109 East 16th Street. Therefore, all denials of ADC-U benefits must be coded as follows:

Agency: IS Center #

ADC Category: DENY Action:

Issue Code Appropriate 700 series code

Hearing Location None (FHIS will schedule at 80 Centre Street)

In addition, a comment should be entered on PFREQ 3 (Comment Information Screen) indicating "ADC-U" and the action.

If you have any questions regarding this transmittal, please contact Susan Fiehl at (518) 473-4779 or e-mail 90J029.

NOTE: There appears to be an increase in the types of notices being generated by the Office of Employment Services. Some of these notices involve issues that have traditionally been the responsibility of the Income Support Centers. Any questionable notices should be brought to the attention of your supervisor.

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Mark Lacivita, Director of Administration Office of Administrative Hearings