Office of Administrative Hearings (OAH)	Transmittal Number: 96-15
Procedures Transmittal	Date: May 16, 1996
Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] Upstate LDSS [ ] SUP ALJs [ ]	Subject: New York State Job Service Coding
NYC OAH Staff [X] NYC ALJs/ [X] NYC Agencies [X] SUP ALJs [X] NOES & NHRA Only	

As you have been advised by your supervisors in memoranda dated April 12, 1996 or April 16, 1996 there are currently in circulation Notices of Intent to Discontinue which appear to be generated by the Office of Employment Services (the OES address is listed on the top left of the Notice) concerning the New York State Job Service. This address on the Notice may be misleading because, as in the past, requests for fair hearings regarding the New York State Job Service should be scheduled against the HRA Income Support (IS) Center not the Office of Employment Services. This is contrary to our usual practice of setting up the hearing against whichever agency appears to have sent the Notice.

In addition to the Office of Employment Services address in the left corner of the Notice, these Notices can be identified by:

- Program Code: 2
- Closing Code: 81-5
- Reason for Action: ". . . you willfully and without good cause failed or refused to report to the New York State Job Service."

Requests for fair hearings on these Notices (a copy of which is attached) should be coded as follows:

Agency:	IS Center #
Category:	HR
Action:	DISC
Issue Code:	714 (281 for MA action; 416 for Food Stamp action)
Hearing Location:	None (FHIS will schedule at 80 Centre Street)

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 from the Office of Employment Services. Some of these notices involve issues that traditionally have 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

Attachment