| Transmittal Office of Administrative Hearings (OAH) | Number: 97-08 +-----| | Date: March 10, 1997 Procedures Transmittal | Page: 1 Of 1 +-----| | Subject: Accessing the | |Distribution: | Notice of Complaint of | ALB OAH Staff [X] UPS ALJS/ [] Upstate LDSS [X] | Non-Compliance With A | | Fair Hearing Decision | SUP ALJS [] via BICS/PDS and the NYC OAH Staff [X] NYC ALJS/ [] NYC Agencies [X]| Compliance Complaint SUP ALJS [] Screen via FHIS +-----+

Effective Tuesday, March 11, 1997 the Office of Administrative Hearings will begin electronically mailing a Notice of Complaint of Non-Compliance With A Fair Hearing Decision upon receipt of a complaint from an appellant that a local district has failed to comply with fair hearing directives. The Non-Compliance Complaint will come at the end of the current run of DSS-1891s, DSS 457s, etc. via the BICS (Upstate) and PDS (NYC) line printers. Local Districts will continue to receive the Fair Hearing Decision and Overdue Compliance Report through the mail.

To access the Compliance Complaint Screen (#05 PFHCOM, Decision Compliance Complaint Screen) on the Fair Hearing Information System (FHIS), local district staff will go to the PFHINQ Inquiry (Appellant Information) Program, depress the F5 function key (shift/F5 in NYC), and be presented with the Decision Compliance Complaint Screen. Depressing F2 (shift/F2 in NYC) from the Compliance Complaint Screen will page forward the user to the Compliance Information Screen, where all compliance activity is accessible.

If you have any questions with respect to this transmittal or in accessing the above-mentioned information, you may contact Lisa Hauth at (518) 474-2453 or via e-mail 89a110.

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Mark Lacivita, Director of Administration Office of Administrative Hearings