Office of Administrative Hearings (OAH)	Transmittal Number: 99-26
Procedures Transmittal	Date: May 24, 1999
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] Upstate LDSS [ ] SUP ALJs [ ]	Subject: Subcategory MDR HRA Mandatory Dispute Resolution
NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [x] SUP ALJs [x] HRA, ISC99 Only	

Effective May 10, 1999, the New York City Human Resources Administration has commenced a pilot project at Center 99 entitled Mandatory Dispute Resolution (MDR). The MDR is designed to identify clients who have made a request for hearing and notify them to appear at the agency prior to the hearing to discuss the requested issues. The following procedures have been developed for the pilot MDR project at Center 99:

Sub-category MDR will be created to identify these requests. There will be no special scheduling considerations at this time.

HRA will notify the Albany Scheduling Unit by fax on a weekly basis of any requests identified for MDR. HRA must provide the Fair Hearing Number on the fax. The sub-category field will be updated at this time.

On the hearing date, HRA will identify MDR cases for the Quad Clerk, located at 80 Centre Street, who will mark the calendar in the subcategory field which is located on the lefthand side of the calendar. The Quad Clerk will also be responsible for marking the file by noting the subcategory "MDR" to the right of the Agency Field on the label on <u>all</u> MDR cases, regardless of disposition.

The Hearing Officer assigned to conduct these hearings will verify that the calendar and files have been properly marked--this includes Defaults, Appellant Withdrawals, Adjournments and Held cases.

When the calendar is reported, all cases involved in the MDR process will be checked on Inquiry to verify that the MDR sub-category appears on FHIS.

All MDR files (Issued, Withdrawn and Defaulted) will be kept separately from all other files for easy retrieval.

If you have any questions regarding this transmittal, please contact your supervisor or Sue Fiehl at (518) 473-4779 or via email at 90J029.

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Mark Lacivita, Director of Administration
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