

Office of Administrative Hearings (OAH)	Transmittal Number: 99-33
Procedures Transmittal	Date: August 9, 1999
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [] Upstate LDSS [] SUP ALJs []	Subject: Documenting the Receipt of Returned Notices of Acknowledge- ment of Fair Hearing Request and Confirma- tion of Aid Status (DSS-4420)
NYC OAH Staff [x] NYC ALJs/ [] NYC Agencies [] SUP ALJs []	

Effective June 24, 1999, a new procedure has been implemented whereby receipt of a returned DSS-4420 (Notice of Acknowledgement of Fair Hearing Request and Confirmation of Aid Status) will be entered on the Fair Hearing Information System (FHIS). Scheduling Unit staff, working on the Change Appellant Information Screen (08 PFHCNG), will scan from a selection of bar codes the reason for the return as well as the date of processing. This will result in a message appearing in the message field on the Appellant Information Screen (PFINQ1). The returned DSS-4420 will then be discarded.

The following is a list of the return reason codes and their definitions:

- AU - Address, Addressee Unknown
- D - Deceased
- FOE - Forwarding Order Expired
- I - Insufficient Address
- M - Moved, Not Forwardable, Left No Address
- NO - No Such Number, No Such Street
- R - Refused
- U - Unclaimed

The addition of this information into FHIS will assist Intake staff in determining client credibility in situations where clients claim non receipt of the DSS-457 (Notice of Fair Hearing). If you have any questions regarding this transmittal, please contact Sue Fiehl at (518) 473-4779 or via e-mail 90J029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings