

Office of Administrative Hearings (OAH)			Transmittal Number: 99-36
Procedures Transmittal			Date: August 9, 1999
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Distribution:			
ALB OAH Staff [x]	UPS ALJs/ [ ]	Upstate LDSS [ ]	Subject: NYS Department of Labor (Subcategory DOL) Change of Address and Telephone Number
	SUP ALJs [ ]		
NYC OAH Staff [x]	NYC ALJs/ [ ]	NYC Agencies [ ]	
	SUP ALJs [ ]		

Effective immediately, we have been informed of the following change of address and telephone number for an individual who receives informational copies of decisions only for all employment issues in selected Upstate counties. These requests are coded with the Subcategory DOL (NYS Department of Labor). The local district shall continue to receive primary notification in these cases and continues to be responsible to prepare for and appear at hearings.

Former Contact Information

NYS Department of Labor  
Att: Jim Cook  
70 East Washington Street  
Geneva, NY 14456

New Contact Information

NYS Department of Labor  
Att: Jim Cook  
P.O. Box 1186  
Geneva, NY 14456

Telephone: (315) 781-0291  
Fax: (315) 781-2289

Inputting "DOL" in the Subcategory field on FHIS (PFREQ1) for any Upstate employment issue will generate a copy of the decision (as appropriate) to Mr. Cook.

Please update your records to reflect this change and note that this transmittal supersedes OAH Transmittal 97-47. If you have any questions regarding this transmittal, 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