



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #06-86-OPE

(Use with PD #06-20-OPE)

FAIR HEARING DAILY COMPLIANCE LIST (ROSTER)

<p>Date: June 23, 2006</p>	<p>Subtopic(s): Fair Hearing Compliance</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and the Brighton Non-Public Assistance Food Stamp (F28) staff of new functionality added to NYCWAY to provide staff the ability to retrieve the Compliance Roster. This policy bulletin serves as information for all other staff.</p> <p>The Fair Hearing decision compliance process in PD #06-20-OPE instructs clerks in the Processing Unit, as well as designated staff at F28, to pull up the FHOUT Worklist from NYCWAY and the Fair Hearing decisions from Webcoins. However, because the FHOUT Worklist does not contain the Fair Hearing number for the cases, staff routinely encountered difficulty accessing the corresponding decisions from Webcoins. To resolve this issue, as a supplement to the FHOUT Worklist, a Compliance Roster feature that includes the Fair Hearing number has been added to the Fair Hearing Compliance subsystem in NYCWAY.</p> <p>Effective immediately, on a daily basis the Processing Unit clerks and designated staff at F28 must take the following actions:</p> <ul style="list-style-type: none"> • Retrieve the Compliance Roster in NYCWAY by: <ul style="list-style-type: none"> ▪ pressing the F7 key or selecting the Roster option from the Enter Case Data screen in the Compliance subsystem; ▪ entering the current date in the Roster Date field and the Center number in the Office field and transmitting; ▪ after transmitting, the Compliance Roster screen will appear. The Fair Hearing number for each case will appear on the Compliance Roster.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

- Using the Fair Hearing numbers on the Compliance Roster, print out the decisions from Webcoins.
- Print out the **FHOUT** Worklist in NYCWAY. There must be a decision for every case on the **FHOUT** Worklist.
- Forward the Fair Hearing decisions and **FHOUT** Worklist to the Processing Unit AJOS I/Supervisor for review.

Effective Immediately