Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number:	01-48
			Date:	November 14, 2001
Distribution:			Page:	1 of 2
ALB OAH Staff X	UPS ALJs	Upstate LDSS	Subject:	
	SUP ALJs		New York City HRA FIA Time Limit Project (499)	EVR 60-Month
NYC OAH Staff X	NYC ALJs X	NYC Agencies X		
	SUP ALJs X	HRA/EVR Only		

The New York City Human Resources Administration's Office Family Independence Administration (FIA) and the Office of Eligibility Verification Review (EVR) has begun to send "call-in notices" to a select group of clients who are approaching their 60-month time limit for eligibility for Family Assistance. This population consists of sanctioned individuals, and the purpose of the "call-in" is to determine their eligibility for assistance beyond the 60-month time limit. These cases can be identified by WMS code 499 (Five-Year Call In for Sanctioned Clients). Fair hearing requests received pursuant to such notices require special coding to ensure that they are placed on a separate calendar distinct from other non-EVR 60-month issues, which will be placed on the center-based calendars, as well as other EVR-generated notices. These WMS code 499-related notices will clearly indicate in the upper left corner, the following address:

TIME LIMIT PROJECT (499) 233 Schermerhorn Street, 5th Floor Brooklyn, NY 1120l

Coding for the "499" cases will be as follows:

Agency: NEVR/ISC_ or NEVR/NIM (if center is unknown)

Category: FA Subcategory: 499

Issue Code: 129 Failure to Keep Appt with Special Investigation Unit (FEDS or EVR)

-or-

any other issue code, as appropriate but NOT issue code 064

Action: DISC

Hearing Location: 14 Boerum Place

The use of Subcategory 499 will ensure that these cases are scheduled on a calendar separate from all other EVR-related issues. The Fair Hearing Information System (FHIS) will automatically fill in "NEVR" in the first Agency field as well as the Subcategory "499" on cases identified with the WMS 499 closing code. Communication Intake staff should add the Income Support Center in the secondary Agency field (if known). The center number will be indicated on the notice in the "Program Code" field. This coding will result in notification to the following addresses:

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NYC Eligibility Verification Review (EVR)
ATT: David Kaufman
233 Schermerhorn Street, 7th Floor
Brooklyn, New York 11201

-and-

Fair Hearing and Conciliation (FIA) ATT: Mustafa Abdur-Rashid 250 Livingston Street, 5th Floor Brooklyn, New York 11201

These should not be confused with cases handled by EVR for which discontinuance notices were inadvertently sent to active clients who have not in fact reached their 60-month time limit. NYC HRA intends to settle these cases in conference (roughly 300 cases). Communications Intake staff should bring to the attention of their supervisor any "Time Limit Project (499)" notices where the time limit count is less than 58 months.

Coding procedures for 60-Month Time Limit (Non-499) issues will be outlined in OAH Transmittal 01-49.

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email 90J029@dfa.state.ny.us.

Mark Lacivita, Director of Administration Office of Administrative Hearings

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