Office of Administrative Hearings (OAH)	Transmittal Number: 99-11
Procedures Transmittal	Date: March 15, 1999
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [] Upstate LDSS [] SUP ALJs []	 Subject: Revised Coding of Eligibility Verification Review
NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [x] SUP ALJs [x] NEVR/HRA Only	Cases (NEVR)

This transmittal supersedes Transmittal Number 96-09, issued on May 1, 1996 with respect to a coding change in proper agency field placement of "NEVR."

The following information is being provided to assist staff in identifying fair hearing requests that should be coded as NYC Eligibility Verification Review (NEVR) cases. Effective immediately, the agency field NEVR should always appear in the primary position, whether or not it is certain that the action being taken was generated by the Eligibility Verification Review (EVR) agency or the Income Support Center (ISC). These cases are easily identified when the following information is evident on the notice:

- o NYC notice that refers to action taken pursuant to "a field investigation."
- o NYC computer-generated notice with reason code "59-4" and a program code of "4".
- o Notice match indicates "NOQA" in the agency field.
- o Notice or client mentions "Jay Street."

To ascertain the above information, it is essential that Notice Matches be done for all PA discontinuances. There should be few instances where WMS needs to be checked. When the client or notice specifically mentions Eligibility Verification Review (EVR) or in any of the above situations, the coding is as follows:

Agency: NEVR/ISC# (in this order)

Category: HR or ADC

Subcategory: None

Action: DENY, DISC, REDU Issue Code: As appropriate

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When it is unclear whether NEVR is the primary agency, NEVR must still be coded as the primary agency with the ISC# coded as the secondary agency:

Agency: NEVR/ISC# (in this order)

Category: HR or ADC

Subcategory: None

Action: DENY, DISC, REDU Issue Code: As appropriate

This change in the coding such that NEVR is listed as the primary agency in all circumstances involving eligibility verification review should serve to simplify coding and minimize adjournments. If you have any questions regarding this transmittal, please contact your supervisor or Sue Fiehl at (518) 473-4779 or via e-mail 90j029.

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