| Transmittal Office of Administrative Hearings (OAH) | Number: 94-28 +-----| | Date: April 21, 1994 Procedures Transmittal +-----| |Distribution: ALB OAH Staff [X] UPS ALJS/ [] Upstate LDSS [] Subject: SOS Cases and Use Of "SS" on | SUP ALJs Appellant 1 NYC OAH Staff [X] NYC ALJs/ [] NYC Agencies [] Information SUP ALJs Screen +------

Effective immediately, "SS" is a new code which will appear in the "Folder Condition" field on the Appellant Information Screen indicating that the local district withdrew its adverse action notice and/or stipulated to take specific action in settlement of the Fair Hearing request. These cases will have had a Stipulation of Settlement decision form issued at the time of the fair hearing.

In addition, since the decision for these types of cases is handed to the appellant at the time of the hearing, it is possible that a client could call Intake staff with inquiries about the decision before the system has been updated to reflect that a decision has been issued. If a client does call indicating that a decision has been issued but the system is blank in the "Disposition" and/or the "Folder Condition" field of the Appellant Information Screen, ask the client if the decision has the words "Stipulation of Settlement" on it. For Upstate clients, the form number DSS-4423 will appear on the left corner of the Stipulation Form. Preferably, Intake Staff should take a Compliance complaint only if ten days has elapsed since the issue date (the date the Administrative Law Judge signed the form), however, persistent or urgent requests for compliance can be accepted for compliance prior to ten days.

Albany OAH staff should refer to Transmittals 94-09 and 94-19 and New York City Staff should refer to Transmittal 94-19 for more information on SOS Decisions and the SP02 Pilot.

Please contact Sue Fiehl at (518) 473-4779 or via e-mail 90J029 if you have any questions.

Mark Lacivita, Director of Administration Office of Administrative Hearings