

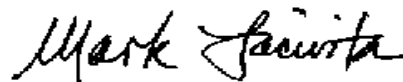
<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>	<b>Transmittal Number:</b>	03-12
<b>Distribution:</b>  ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input checked="" type="checkbox"/> Upstate LDSS <input type="checkbox"/>  SUP ALJs <input checked="" type="checkbox"/>  NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs <input checked="" type="checkbox"/> NYC Agencies <input type="checkbox"/>  SUP ALJs <input checked="" type="checkbox"/>	<b>Date:</b>	May 16, 2003
	<b>Page:</b>	1 of 1
	<b>Subject:</b>	Change in Date Stamp Format and Placement on Fair Hearing File Folder

Please refer to the scanned image of the face of a fair hearing file folder. As of April 29, 2003, there has been a change in the format and placement of the date stamp, which signifies the date of issuance of the decision, on the file folder.

The file folder will no longer be stamped with the format that indicates "Closed Date \_\_\_\_\_" with the issuance date handwritten on the line. The date of issuance will now be date stamped on the upper right side of the file folder in the uppermost box labeled "Additional Information."

The new format utilizes an automated date stamp, consisting of a preset date and time of issuance, which updates as the time changes. It is important, therefore, that no notations be made on the file folder in the uppermost Additional Information box, reserving this space for the automated date stamp.

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](mailto:90J029@dfa.state.ny.us).



Mark Lacivita, Director of Administration  
Office of Administrative Hearings

FH #



INTERPRETER  
NEEDED

CHECKLIST DECISION  
 ALS SOS DECISION  
 SOS

04/08/03 09:30 767 FA /DENY/AC

MONR/ / DUE DATE 05/25/03

TAPE # \_\_\_\_\_ SIDE \_\_\_\_\_ START \_\_\_\_\_ END \_\_\_\_\_

REQ DATE 02/24/03 DEFAULT \_\_\_\_\_

CHANGE AID TO: \_\_\_\_\_ AC \_\_\_\_\_ NA \_\_\_\_\_ REDIRECT STATUS

APPELLANT  
WITHDRAWAL  
 WAVD  HEARD  
 HADG  AGWD  
 OADG ADG  
 HADD CODE  
 QADD \_\_\_\_\_

TO: \_\_\_\_\_  
(Date)  
ALJ# \_\_\_\_\_

ADDITIONAL INFORMATION

2003 MAY -6 PM 12: 50

STATUS

**AFFIX SCHEDULING LABEL #5**

FOLDER REC'D  
5/5

APPELLANT  
WITHDRAWAL  
 WAVD  HEARD  
 HADG  AGWD  
 OADG ADG  
 HADD CODE  
 QADD \_\_\_\_\_

TO: \_\_\_\_\_  
(Date)  
ALJ# \_\_\_\_\_

ADDITIONAL INFORMATION

CHANGE AID STATUS TO:  AC  N/A  REDIRECT

FOLDER REC'D

**AFFIX SCHEDULING LABEL #6**

APPELLANT  
WITHDRAWAL  
 WAVD  HEARD  
 HADG  AGWD  
 OADG ADG  
 HADD CODE  
 QADD \_\_\_\_\_

TO: \_\_\_\_\_  
(Date)  
ALJ# \_\_\_\_\_

ADDITIONAL INFORMATION

CHANGE AID STATUS TO:  AC  N/A  REDIRECT

FOLDER REC'D