

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 01-11
Distribution:			Date: March 7, 2001
			Page: 1 of 2 plus Attach.
ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: New Job Center Hamilton Job Center (ISC 28)
	SUP ALJs <input type="checkbox"/>		
NYC OAH Staff <input checked="" type="checkbox"/>	NYC ALJs <input checked="" type="checkbox"/>	NYC Agencies <input checked="" type="checkbox"/>	
	SUP ALJs <input checked="" type="checkbox"/>	HRA/NOES/NBEG Only	

Effective February 5, 2001, the Income Support Center 28 (Hamilton Job Center) has assumed responsibility from the NYC Office of Employment Services (NOES) for processing employment-related sanctions, in the same manner that the Yorkville (ISC 19), St. Nicholas (ISC 26), East Harlem (ISC 32), Queensboro (ISC 51), Fulton (ISC 61), Bushwick (ISC 66), Bayridge (ISC 70), Rockaway (ISC 79), Greenwood (ISC 85), and the Richmond (ISC 99) Job Centers now administer employability-related issues (see OAH Transmittals 00-20, 00-13, 99-51, 99-22, and 99-08). The Office of Employment Services continues to require notification of hearing requests from Job Centers and should be included as the secondary agency, as follows:

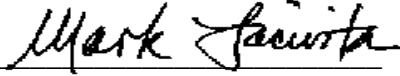
Agency: N028/NOES
or
N028/NBEG
Category: HR or ADC
Subcategory: None
Issue Code: Any employment-related code
Action: DISC, REDU, INAD, OR DENY
Hearing Location: 14 Boerum Place

The notices generated from these centers will indicate "Hamilton Job Center" in the top left-hand corner of the notice instead of "Office of Employment Services," and the Income Support Center number (28) will appear in the "IM Center" field. In processing requests pursuant to these notices, Communications Intake Staff can combine non-employment and employment-related issues in one request.

Please note: There were previous instructions in a memorandum dated January 19, 2001 from Lisa Hauth to Communications Intake Unit staff that, in addition to ISC 28, Income Support Center 35 (Dyckman) and Income Support Center 54 (Jamaica) had become Job Centers. After further discussion with the NYC Human Resources Administration, it was agreed that coding on requests received from appellants served by ISC 35 and ISC 54 will not change until after the April 9, 2001 request date. Therefore, coding for requests from ISC 35 and 54 will remain as before until further notice. (NOES/N035 or NBEG/N035 and NOES/N054 or NBEG/N054). You will be advised at such time as

additional centers assume responsibility for employment issues. Attached is an updated NYC Income Support/Job Centers listing for your information.

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.

A handwritten signature in black ink that reads "Mark Lacivita". The signature is written in a cursive style and is positioned above a horizontal line.

Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment

NYC INCOME SUPPORT/JOB CENTERS

<u>CENTER #</u>	<u>AGENCY NAME</u>	<u>ADDRESS</u>
13	WAVERLY JOB CENTER	12 W. 14 TH ST. NY, NY
*19	YORKVILLE JOB CENTER	225 EAST 34 TH ST. NY
23	EAST END	309 E. 94 TH ST. NY, NY
24	AMSTERDAM	206 W. 30 TH ST. NY, NY
*26	ST. NICHOLAS	132 W. 125 TH ST. NY, NY
*28	HAMILTON JOB CENTER	530 WEST 135 TH ST. NY, NY
*32	EAST HARLEM JOB CENTER	165 E. 126 TH ST. NY, NY
35	DYCKMAN JOB CENTER	4660 BROADWAY, NY
37	RIVERVIEW	1951 PARK PLACE NY, NY
38	RIDER	305 RIDER AVE. BX, NY
40	MELROSE	847 CONCOURSE VILL. E. BX, NY
44	FORDHAM	2551 BAINBRIDGE AVE. BX, NY
45	CONCOURSE JOB CENTER	1365 JEROME AVE. BX, NY
46	CROTONA JOB CENTER	1910 MONTEREY AVE. BRONX, NY
48	BERGEN JOB CENTER	414 E. 147 TH ST. BRONX, NY
*51	QUEENSBORO	33-28 NORTHERN BLVD, LIC, NY
52	OFFICE OF TREATMENT MONITORING	109 EAST 16 TH ST. NY, NY
53	QUEENS JOB CENTER	32-20 NORTHERN BLVD, LIC, NY
54	JAMAICA JOB CENTER	90-75 SUTPHIN BLVD. JAMAICA, NY
*61	FULTON	215 DUFFIELD ST. BKLYN, NY
63	CONEY ISLAND	3050 WEST 21 ST , BKLYN, NY
64	DEKALB JOB CENTER	500 DEKALB AVE.. BKLYN, NY
*66	BUSHWICK JOB CENTER	30 THORNTON ST. BKLYN, NY
67	LINDEN JOB CENTER	210 LIVINGSTON ST. BKLYN, NY
*70	BAYRIDGE JOB CENTER	6740 4 TH AVE. BKLYN, NY
73	BROWNSVILLE	17 HINSDALE ST. BKLYN, NY
78	EUCLID	94-98 FLATBUSH AVE. BKLYN, NY
*79	ROCKAWAY	219 BEACH 59 TH ST. ROCKAWAY, NY
80	SEAPORT	180 WATER STREET NY, NY
*85	GREENWOOD JOB CENTER	275 BERGEN ST. BKLYN, NY
*99	RICHMOND JOB CENTER	201 BAY ST. STATEN ISLAND, NY

* - Denotes *Job Centers*: For these *Income Support Centers* code Employment issues
ISC#/NOES or ISC#/NBEG

NOTE: For PRIDE 2000 use N039/ISC#

NYC INCOME SUPPORT/JOB CENTERS

<u>AGENCY NAME</u>	<u>CENTER #</u>	<u>ADDRESS</u>
AMSTERDAM	24	260 W. 30 TH ST. NY, NY
BAYRIDGE JOB CENTER	*70	6740 4 TH AVE. BKLYN, NY
BERGEN JOB CENTER	48	414 E. 147 TH ST. BRONX, NY
BROWNSVILLE	73	17 HINSDALE ST. BKLYN, NY
BUSHWICK JOB CENTER	*66	30 THORNTON ST. BKLYN, NY
CONCOURSE JOB CENTER	45	1365 JEROME AVE. BX. NY,
CONEY ISLAND	63	3050 WEST 21 ST BKLYN, NY
CROTONA JOB CENTER	46	1910 MONTEREY AVE. BRONX,
DEKALB JOB CENTER	64	500 DEKALB AVE. BKLYN, NY
DYCKMAN JOB CENTER	35	4660 BROADWAY, NY, NY
EAST END	23	309 E. 94 TH ST. NY, NY
EAST HARLEM JOB CENTER	*32	165 E. 126 TH ST. NY, NY
EUCLID	78	94-98 FLATBUSH AVE BKLYN, NY
FORDHAM	44	2551 BAINBRIDGE AVE. BX, NY
FULTON	*61	215 DUFFIELD ST. BKLYN, NY
GREENWOOD JOB CENTER	*85	275 BERGEN ST. BKLYN, NY
HAMILTON JOB CENTER	*28	530 WEST 135 TH ST. NY, NY
JAMAICA JOB CENTER	54	90-75 SUTPHIN BLVD. JAMAICA
LINDEN JOB CENTER	67	210 LIVINGSTON ST. BKLYN, NY
MELROSE	40	847 CONCOURSE VILL. E. BX. NY
OFFICE OF TREATMENT MONITORING	52	109 EAST 16 TH ST. NY, NY
QUEENS JOB CENTER	53	32-20 NORTHERN BLVD LIC, NY
QUEENSBORO	*51	33-28 NORTHERN BLVD LIC, NY
RICHMOND JOB CENTER	*99	201 BAY ST. STATEN ISLND, NY
RIDER	38	305 RIDER AVE. BX, NY
RIVERVIEW	37	1951 PARK PLACE NY, NY
ROCKWAY	*79	219 BEACH 59 TH ST ROCKWAY,
ST. NICHOLAS	*26	132 W. 125 TH ST. NY, NY
SEAPORT	80	180 WATER ST. NY, NY
WAVERLY JOB CENTER	13	12 W. 14 TH ST. NY, NY
YORKVILLE JOB CENTER	*19	225 EAST 34 TH ST. NY, NY

* - Denotes *Job Centers*: For these *Income Support Centers* code Employment issues
ISC#/NOES or ISC#/NBEG

NOTE: For PRIDE 2000 use N039/ISC#

Put JOB CENTERS

19, 26, 28, 32, 51,
61, 66, 70, 79, 85, 99

IN FIRST AGENCY FIELD BEFORE
NOES/NBEG
Effective 2/5/01

The above reminder may be cut out and taped next to your computer as a means of identifying those centers that handle employment issues and , therefore, require that coding reflect the ISC # in the first agency field and NOES/NBEG in the second agency field.