

Office of Administrative Hearings (OAH) Internal Procedures Transmittal			Transmittal Number: 10-003
Distribution:			Date: December 30, 2010
			Page: 1 of 1
ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input checked="" type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: Income Savings Requirement (ISR) for Shelter Residents
	SUP ALJs <input checked="" 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"/>		

For issues involving actions taken by the New York City Human Resources Administration (HRA) with respect to the **Income Savings Requirement (ISR) for Shelter Residents**, Communications Intake Unit staff should set up the hearings for Job Center 37 to be held at 14 Boerum Place, Brooklyn. These cases pertain to a new requirement that designated NYC recipients residing in shelters save a portion of their income to use towards future housing costs, upon obtaining housing in the community.

Coding is as follows:

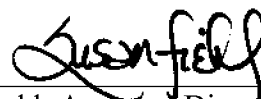
Agency: N037 or N037/N0__ (If the notice comes from any job center other than N037)
 Category: FA, SNA
 Sub-category: None
 Issue code: **604 INCOME SAVINGS REQUIREMENT FOR SHELTER RESIDENTS**
 Action: INAD
 Aid Status: NA
 Hearing Location: 14 Boerum Place

If Food Stamp benefits are affected, any reduction would be subject to AC. Add the following food stamp coding:

Issue code: 405 and/or 407, as appropriate
 Action: REDU/INAD
 Aid Status: AC or NA, as appropriate

Other non-ISR-related issues **cannot** be added to these requests, whether or not the issuing Job Center is N037, unless the issues are on the ISR notice. Notice to Job Center 37 will ensure that the preparation of evidentiary packets and representation will be appropriately handled for these shelter residents' cases.

If you have any questions regarding this transmittal, you may contact your supervisor or Susan Fiehl at (518) 473-4779 or via email susan.fiehl@otda.state.ny.us.



Susan Fiehl, Assistant Director of Administration
Office of Administrative Hearings