

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 10-02
Distribution:			Date: May 4, 2010
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ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input checked="" type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: NYC Center Closing Job Center 45 (Concourse) NYC Food Stamp Center 45 (Concourse) Opening
	SUP ALJs <input checked="" type="checkbox"/>		
NYC OAH Staff <input checked="" type="checkbox"/>	NYC ALJs <input checked="" type="checkbox"/>	NYC Agencies HRA Only <input checked="" type="checkbox"/>	
	SUP ALJs <input checked="" type="checkbox"/>		

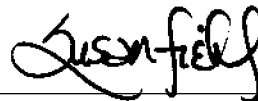
The New York City Human Resources Administration (HRA) has announced an additional center closing effective April 16, 2010. **Job Center 45 (Concourse)** located at **1375 Jerome Avenue, Bronx, NY 10452** has closed. All cases have been transferred to Job Center 40 (Melrose) at 260 East 161st Street, Bronx, NY 10451.

OAH Scheduling Unit staff have converted any existing requests scheduled against Job Center 45 (N045) to the newly assigned Job Center 40 (N040).

Food Stamp Center 45 (Concourse) has opened effective April 26, 2010. FS45 is located at **1375 Jerome Avenue, 2nd floor, Bronx, NY 10452**.

An edit has been created in the Fair Hearing Information System (FHIS) that will prevent Communication Intake Unit (CIU) staff, when processing new requests, from entering N045 in the Agency field. For any incorrectly coded fair hearing requests, it will subsequently be up to NYC HRA to complete and forward to OAH an Agency or Case Number Correction form via fax or mail or on-line. This form is available on the OTDA website at <http://otda.state.ny.net/ah/forms.htm> (see the header "Request Correction of Agency or Case Number" and click on the hyperlink "E-Agency Correction Form" to submit an on-line request or click on "Request Correction of Agency or Case Number" to submit via fax or mail).

If there are any questions with respect to 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