

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>			<b>Transmittal Number:</b> 10-03
<b>Distribution:</b>			<b>Date:</b> May 10, 2010
			<b>Page:</b> 1 of 1
<b>ALB OAH Staff</b> <input checked="" type="checkbox"/>	<b>UPS ALJs</b> <input checked="" type="checkbox"/>	<b>Upstate LDSS</b> <input type="checkbox"/>	<b>Subject:</b>  NYC Food Stamp Center vs. Change Center Coding for CIU Staff
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>		
<b>NYC OAH Staff</b> <input checked="" type="checkbox"/>	<b>NYC ALJs</b> <input checked="" type="checkbox"/>	<b>NYC Agencies</b> <input checked="" type="checkbox"/>	
	<b>SUP ALJs</b> <input checked="" type="checkbox"/>	<b>HRA Only</b>	

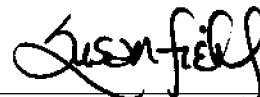
The New York City Human Resources Administration has a number of Food Stamp Centers throughout the five boroughs as well as a number of Change Centers. The Change Centers do not carry case loads but may generate notices. They are identified as follows:

- F 31** Stadium Change Center in the Bronx Region
- F 24** Brooklyn Change Center in the Brooklyn Region
- F11** Union Square Change Center in Manhattan Region
- F43** Long Island City Change Center in the Queens Region
- F25** Special Projects Change Center for the Special Population Region

Communications Intake Unit staff should be aware that these Change Centers should not be listed as the primary agency on any fair hearing request; rather they should be entered as the secondary agency with the center responsible for the case as the primary agency. In order to prevent inadvertent entering of a Change Center in the primary agency field, an edit was created that will not allow transmission off the FHIS Appellant Information screen if one of the designations is entered as such.

FHIS will display a warning message indicating that “**This FS Center cannot be primary agency.**” The worker should then correct the primary agency field to that of the Food Stamp Center that has responsibility for managing the case, not the Change Center.

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](mailto:susan.fiehl@otda.state.ny.us).



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