Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal 18-08
Distribution: **Albany OAH Staff ☒** **Rest of State Hearing Officers ☒** **Supervising Hearing Officers ☒** **NYC OAH Staff ☒** **NYC Hearing Officers ☒** **Supervising Hearing Officers ☒** **Rest of State Social Service Districts ☒** **NYC Agencies ☒**	**Date: October 18, 2018** **Subject:** **Format Change to Agency Notices**

Effective October 26, 2018, all Agency Notices generated by the FHS750 and FHS470 (notices sent to COLD) programs will include PLACE OF HEARING. Four lines have been added to the notices between LOCATION and AGENCY to reflect the full address of the hearing location as follows:

```
LOCATION: 14 BOERUM PL.   HEARING TYPE:                    SCHEDULE STATUS:  Z          SCHEDULING RESTRICTIONS
PLACE OF HEARING: NY OTDA FAIR HEARINGS                                                        M T W T F
                  14 BOERUM PLACE
                  FIRST FLOOR - RECEPTIONIST -
                  BROOKLYN      NY 11201-5102
AGENCY: N038                INTERPRETER: SPANISH   ISSUE DATE:                                 AM
```

For districts that receive the CSPROD*FHS750 file via the BICS print queue, the PLACE OF HEARING record layout is as follows:

```
05 LINE PLUS 1.
   10 COLUMN 1          PIC X (19) VALUE 'PLACE OF HEARING: '.
   10 COLUMN 20         PIC X (35) SOURCE WK-POH-GROUP-NAMEOF WS-REPORT-RECORD.
   10 COLUMN 114        PIC X (09) VALUE 'M T W T F'.
05 LINE PLUS 1.
   10 COLUMN 20         PIC X (35) SOURCE WK-POH-ADDRESS-NAME OF WS-REPORT-RECORD.
05 LINE PLUS 1.
   10 COLUMN 20         PIC X (35) SOURCE WK-POH-ADDRESS-STREET OF WS-REPORT-RECORD.
05 LINE PLUS 1.
   10 COLUMN 20         PIC X (35) SOURCE WK-POH-ADDRESS-C-S-Z OF WS-REPORT-RECORD.
```

Questions should be directed to Samantha Wilbur at 518-486-6136 or Samantha.Wilbur@otda.ny.gov.

Roy A. Esnard, Deputy Commissioner
Office of Administrative Hearings