



**NEW YORK CITY HOUSING AUTHORITY**  
**LAW DEPARTMENT**  
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December 26, 2008

Sebastian Solomon  
Legal Action Center  
225 Varick Street, 4<sup>th</sup> Floor  
New York, New York 10014

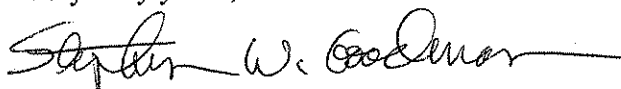
*Re:* End of Parole/Probation

Dear Mr. Solomon:

As we discussed, I have enclosed a copy of a series of emails in which NYCHA's Applications Department reminded relevant staff to consider evidence of the end of parole or probation before making an applicant ineligible based on a penal conviction. For the sake of clarity, let me identify the persons named in the emails: Tina Lam is the Director of NYCHA's Applications Department; Laura Marotta is the Deputy Director of NYCHA's Applications Department; Jeffrey Harte, Marjorie Horowitz and Kam Lee are Assistant Directors of NYCHA's Applications Department, located in NYCHA's borough offices; and the other persons named are managers of the units that review applications to determine eligibility. Also, the term "CBC" means criminal background check.

Please feel free to contact me if you have any further questions.

Very truly yours,

  
Stephen W. Goodman

**Goodman, Stephen**

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**From:** Lam, Tina  
**Sent:** Friday, October 24, 2008 5:01 PM  
**To:** Goodman, Stephen  
**Subject:** FW: Ineligible With Parole

As requested, here is the e-mail from Laura instructing staff re: end of parole.

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**From:** Marotta, Laura  
**Sent:** Friday, October 24, 2008 4:57 PM  
**To:** Lam, Tina  
**Subject:** FW: Ineligible With Parole

E-mail re Standards for Admission that was sent to primary supervisors.

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**From:** Marotta, Laura  
**Sent:** Tuesday, October 07, 2008 10:37 AM  
**To:** Harte, Jeffrey; Horowitz, Marjorie; Lee, Kam; Sarmuksnis, Roger  
**Cc:** Wasserman, Sol; Melendez, Juan; Campbell, Herbert  
**Subject:** Ineligible With Parole

Please remind all staff that review ineligible statuses from CBC hits in which they have received verification that Parole has ended:

The EIP date should be calculated from the end of the sentence or end of parole whichever is earliest and then we add on the appropriate penalty based on type and weight of offense.