

Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal 16-04
Distribution:	Date: June 3, 2016 Page: 1 of 2 plus attachment
Albany OAH Staff <input checked="" type="checkbox"/> Rest of State Hearing Officers <input checked="" type="checkbox"/> Supervising Hearing Officers <input checked="" type="checkbox"/> NYC OAH Staff <input checked="" type="checkbox"/> NYC Hearing Officers <input checked="" type="checkbox"/> Supervising Hearing Officers <input checked="" type="checkbox"/> Rest of State Social Service Districts <input checked="" type="checkbox"/> NYC Agencies <input checked="" type="checkbox"/>	Subject: <u>Ramirez</u> - Language Access Insert with Correspondence

On October 6, 2011, Governor Andrew M. Cuomo signed Executive Order 26, which directs executive State agencies that provide direct public services to offer language assistance services including translation and interpretation to people with Limited English Proficiency (LEP). In response to the Governor's order, on April 1, 2015, the Office of Temporary and Disability Assistance (OTDA) implemented the OTDA Language Access Plan for LEP individuals that require that persons with limited English proficiency have meaningful access to agency services, programs, and activities in Spanish, Russian, Chinese, Korean, French (Haitian) Creole, and Italian.

Ramirez v. Giuliani, et al. (USDC, SDNY) concerns the translation of various forms and informational materials and the provision of interpreter services to non-English speaking applicants and recipients of the SNAP program in New York City. OTDA settled this lawsuit in September 2002 and agreed to translate application, recertification, informational materials, and various forms into up to nine languages including Spanish, Russian, Chinese, Arabic, Haitian-Creole, French, Vietnamese, Korean and Yiddish.

The Office of Administrative Hearings (OAH) recently began including an insert called the Ramirez Insert (XL206B) with mailed communications to appellants. The insert offers assistance in English and ten other languages including Spanish, Russian, Chinese, Arabic, Haitian-Creole, Vietnamese, Korean, Italian, Yiddish and French, and provides a telephone number LEP individuals may use to contact OAH for interpreter services to assist in responding to questions or concerns. That number is 1-800-342-3334.

The Ramirez insert is automatically included with the OAH Acknowledgment Letter (OAH-4420), OAH Scheduling Notice (OAH-457), and the automated Fishman letter (XL0254). Effective immediately, all OAH staff should include the insert with any manually created, Fair Hearing related correspondence mailed to clients, representatives or other interested parties.

The Ramirez Insert was also modified for Fully Integrated Appeals Office (FIDA) incorporating their telephone number 1-844-523-8777.

If you have any questions regarding this transmittal, you may contact your supervisor or Michael Allen at (518) 473-4969 or at Mike.Allen@otda.ny.gov .

A handwritten signature in black ink, appearing to read "Samuel L. Spitzberg". The signature is fluid and cursive, with the first name "Samuel" and last name "Spitzberg" being the most legible parts.

Samuel L. Spitzberg, Director,
Office of Administrative Hearings



Assistance Information

Important notice enclosed. If you need help reading the notice, call 1-800-342-3334.

Aviso importante adjunto: si necesita ayuda para leer este aviso, marque el 1-800-342-3334.

إخطار هام مرفق. إذا احتجت إلى المساعدة في قراءة الإخطار يرجى الاتصال بالرقم 1-800-342-3334.

內附重要通告。如需幫助閱讀此通告，請撥打1-800-342-3334。

Avis important à l'intérieur. Si vous avez besoin d'aide pour lire cet avis, veuillez appeler au 1-800-342-3334.

Avi enpòtan enkli. Si w bezwen èd pou w li avi a, rele 1-800-342-3334.

중요한 공지사항이 포함되어 있습니다. 이 공지사항을 읽는데 도움이 필요하시면, 1-800-342-3334로 전화하세요.

Содержит важную информацию. Если при чтении этого извещения у Вас возникнут трудности, позвоните по телефону 1-800-342-3334.

Kèm theo là thông báo quan trọng. Nếu quý vị cần giúp đọc thông báo này, hãy gọi 1-800-342-3334.

ביגעליגט אַ וויכטיקע מעלדונג. אויב איר דאַרפֿט הילף ביים לייענען די מעלדונג, קלויגט אָן 1-800-342-3334.

Importante avviso allegato. Se occorre aiuto per leggere l'avviso, telefonare al numero 1-800-342-3334.