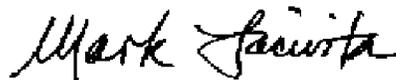


<p style="text-align: center;"><b>Office of Administrative Hearings (OAH) Procedures Transmittal</b></p> <p><b>Distribution:</b></p> <p>ALB OAH Staff <input checked="" type="checkbox"/>    UPS ALJs <input checked="" type="checkbox"/>    Upstate LDSS <input type="checkbox"/></p> <p style="padding-left: 100px;">SUP ALJs <input checked="" type="checkbox"/></p> <p>NYC OAH Staff <input checked="" type="checkbox"/>    NYC ALJs <input checked="" type="checkbox"/>    NYC Agencies <input type="checkbox"/></p> <p style="padding-left: 100px;">SUP ALJs <input checked="" type="checkbox"/></p>	<p><b>Transmittal Number:</b> 07-16</p>
	<p><b>Date:</b> October 12, 2007</p> <p><b>Page:</b> 1 of 1</p>
	<p><b>Subject:</b></p> <p style="text-align: center;">OAH Adjournment Processing</p>

Based on a recommendation of a hearings task force convened by Commissioner Hansell, adjournment requests on hearings with a previous adjournment need the approval of an administrative supervisor whenever there has been aid-continuing directed. This applies to OADG (Office Adjournment Date General) as well as OADD (Office Adjournment Definite Date) adjournments but not those adjourned by the Administrative Law Judge on the day of the hearing (HADGs/HADDs).

This also applies to adjournments in all Upstate counties as well as all NYC agencies. Communication Intake Unit and NYC Calendar Management staff should indicate in the Comments on the Fair Hearing Information System their initials as well as the initials of the administrative supervisor who approved the adjournment.

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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Mark Lacivita, Director of Administration  
Office of Administrative Hearings