

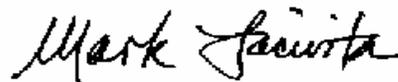
Office of Administrative Hearings (OAH) Procedures Transmittal		Transmittal Number: 06-01	
		Date: February 7, 2006	
		Page: 1 of 1	
Distribution:		Subject: Elimination of Obsolete Telephone Numbers on Statewide Notices of Intent	
ALB OAH Staff <input type="checkbox"/>	UPS ALJs <input type="checkbox"/>		Upstate LDSS <input checked="" type="checkbox"/>
	SUP ALJs <input type="checkbox"/>		
NYC OAH Staff <input type="checkbox"/>	NYC ALJs <input type="checkbox"/>		NYC Agencies <input checked="" type="checkbox"/>
	SUP ALJs <input type="checkbox"/>		

Please refer to OAH Transmittal 04-01, dated March 15, 2004 (copy attached) with respect to the implementation of the toll-free number for client use in contacting the Office of Administrative Hearings. All previously used phone numbers mentioned in the transmittal have long since been disconnected and are not re-routed to the new number.

It has been brought to our attention that notices are still being issued by local districts that provide some of these disconnected telephone numbers. It is important that all notices of intent generated by Upstate local districts and New York City (NYC) agencies be amended to reflect the statewide toll-free number. The statewide toll-free number is 800-342-3334 for hearing requests and other hearing-related inquiries. A NYC emergency toll-free request line is also available for Human Resource Administration (HRA) clients with shelter/homeless-related issues and denials of Emergency Assistance applications for HRA clients only. This number is 800-205-0110.

Notices with obsolete phone numbers should be corrected or destroyed, and we request that you refrain from using old supplies, as doing so may adversely affect the fair hearing rights of clients.

If there are any questions with respect to this transmittal, you may contact Susan Fiehl at (518) 473-4779 or via email susan.fiehl@otda.state.ny.us.



Mark Lacivita, Director of Administration
Office of Administrative Hearings