

Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal Number:	02-08
Distribution: ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input checked="" type="checkbox"/> Upstate LDSS <input type="checkbox"/> SUP ALJs <input checked="" type="checkbox"/> NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs <input checked="" type="checkbox"/> NYC Agencies <input type="checkbox"/> SUP ALJs <input checked="" type="checkbox"/>	Date:	October 8, 2002
	Page:	1 of 1
	Subject:	OAH Email Address and E-forms on the Web DRAFT

An email address for use by employees in the Global Address Book on the New York State email system has been created for use in contacting the Office of Administrative Hearings (OAH) Communications Intake and other units. The address is:

intakemail.hearings@dfa.state.ny.us

Those sending email from Internet email accounts outside the New York State email system should use the address:

<http://www.otda.state.ny.us/oah/forms.htm>

Although we are not at this time publishing the addresses for general use, if a local district staff person, a client, or representative requests an email address for use in communicating with this office, the appropriate email address indicated above can be provided.

The mailbox will be accessed daily by Communications Intake staff in the Correspondence Unit who will process any inquiries or requests as they would if they received the same inquiry or request via correspondence or fax. Email for staff in units other than the Correspondence Unit will be forwarded, through Outlook, to the appropriate staff person or, in the absence of the assigned individual, to the designated backup, as indicated below:

Liaison: Bert Pagano/Peggy Acevedo
Correspondence: Ivonne Foster Velez/Peggy Gerard
Home Hearings: Judi Ball/Pat Keays
Compliance: Jackie Donovan/Bart Delaney or Lori Kozlowski or Steve Twardzik
Post-Hearing Complaints (not compliance related): Kathy Rourke/Valerie Acklin
Administrative Disqualification Hearings: Ed McCarthy/Dave Szary

When answering the email, the designated individual sending a response should log on and send the response as the "Intakemail" user. This response should be a standardized format, initially under Mark Lacivita's signature. It is not necessary to respond via email to each inquiry as some OAH staff actions will result in automatic responses to the individual contacting this office (for example: issuance of forms OAH 4420 (Acknowledgement of Fair Hearing Request), OAH 457 (Scheduling Notice), automated letters, etc.) Any email received will be stored for three months.

The posting on the internet of two electronic forms, the FAIR HEARING REQUEST E-FORM and the REQUEST FOR COMPLIANCE E-FORM should increase access to the Office of Administrative Hearings, as an alternative means for appellants and their representatives to contact this office. These electronic forms are now available on the internet at the OTDA website mentioned above for use by appellants and their representatives at:

<http://www.otda.state.ny.us/oah/forms.htm>

Currently, an Adjournment Request E-Form is under development. Once all three electronic forms are available on the internet, the Office of Administrative Hearings will publicize the website to advocates and local district/local agency staff.

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email 90J029@dfa.state.ny.us.



Mark Lacivita, Director of Administration
Office of Administrative Hearings