Office of Administrative Hearings (OAH)	Transmittal Number: 98-08
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: New Fair Hearing Request Form for Legal Advocates
NYC OAH Staff [x] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [ ]	

Attached you will find the newly designed Fair Hearing Request form for use by Legal Advocates when mailing or faxing their clients' fair hearing requests to this office. This in-house form will replace Fair Hearing Request form DSS-4218.

The form was designed to allow easy entry of information onto the Fair Hearing Information System (FHIS) since the format is compatible with PFREQ1, inasmuch as space allowed. It incorporates several other changes including the reference to the newly created Office of Temporary and Disability Assistance and the new categories of assistance based on the implementation of Welfare Reform in New York State. The format should make it easier to obtain all of the required information to develop a complete fair hearing request record.

If you have any questions regarding this transmittal, please contact Sue Fiehl at (518) 473-4779 or via e-mail 90J029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment