Office of Administrative Hearings (OAH)	Transmittal Number: 98-37
Procedures Transmittal	Date: October 21, 1998
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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [ ]	Subject: Homebound Telephone Hearing Unit's Requests for Information
NYC OAH Staff [X] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [ ]	

From time to time the Homebound Telephone Hearing Unit sends out material to appellants advising them of various requirements relative to the Homebound Telephone Hearing process. Appellants may subsequently contact this office with questions pertaining to these inquiries. To ensure consistent handling of all such inquiries, it is important that these contacts be referred to the Homebound Telephone Hearing Unit at (518) 474-5415 to the attention of either Judi Ball or Pat Keays.

With respect to any intention on the part of a homebound appellant to withdraw from a homebound telephone hearing, the appellant must do so in writing, and the appellant should be given this address to which to mail their signed withdrawal:

Homebound Telephone Hearing Unit, P.O. Box 1930, Albany, NY 12201.

Any conversations with appellants, including those in which appellants are informed as to the proper procedure for withdrawing from the hearing should, of course, be documented on the Fair Hearing Information System (FHIS).

If there are questions concerning this transmittal, feel free to contact your supervisor or Sue Fiehl at (518) 473-4779 or via e-mail at 90j029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings