Office of Administrative Hearings (OAH)	Transmittal Number: 97-07
Procedures Transmittal	Date: March 6, 1997
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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [ ] SUP ALJs [ ] Upstate LDSS [X]	Subject: Local District Fair Hearing Request Notification (Letter Requests)
NYC OAH Staff [X] NYC ALJs/ [ ] SUP ALJs [ ] NYC Agencies [X] (Selected Ones)	

Please be advised of a change in the administrative process associated with the notification sent to local districts advising of receipt of hearing requests when the request is made via correspondence.

Effective immediately, this office will no longer provide a copy of the letter requesting a fair hearing. This change is a result of the significant workload increase, loss of staff and enhanced electronic capability.

Intake Unit staff responsible for processing fair hearing requests received as correspondence will ensure that all relevant information contained in the letter is properly noted in the Comment field of the DSS 1891, which should provide local district staff adequate detail to prepare for the hearing.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings