Office of Administrative Hearings (OAH)	Transmittal Number: 96-37
Procedures Transmittal	Date: October 17, 1996
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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [X] Upstate LDSS [ ] SUP ALJs [X]	Subject: DSS-4420 Request for Input for Revision
NYC OAH Staff [X] NYC ALJs/ [X] NYC Agencies [ ] SUP ALJs [X]	

The DSS-4420, Notice of Fair Hearing Request and Aid Status, requires some revision. Apparently, some appellants have voiced confusion as to why the notice does not advise them of their hearing date and seem to be unaware that this is an advance notice preliminary to the DSS-457, Notice of Fair Hearing, which does provide the date of the hearing.

In our efforts to modify this form, your input is sought. You may be aware of other deficiencies with this form that could be easily corrected. Please provide any suggested improvements to your supervisor by Friday, October 25, 1996. Supervisors should compile any suggestions and forward them to Sue Fiehl via e-mail 90j029 by Monday, October 28, 1996. Thank you.

Attachment: DSS-4420

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Mark Lacivita, Director of Administration
Office of Administrative Hearings