NEW YORK STATE OF OPPORTUNITY. Office of Temporary and Disability Assistance

Office of Administrative Hearings (OAH) Transmittal

Transmittal:	22-02
Effective Date:	September 1, 2022
Subject:	Secure Evidence Submission Portal - UploadNY
Distribution:	Office of Administrative Hearings Staff Members, Local Social Services Districts, Managed Care and Long-Term Managed Care Organizations, Department of Health, Office of Children and Family Services, Office for People With Developmental Disabilities, Office of Mental Health, and New York City Agencies

This Transmittal explains a new method which may be used to submit evidence securely to the Office of Administrative Hearings (OAH) by electronic means. OAH now accepts evidence via a new secure portal called UploadNY - https://upload.ny.gov/en-US/.

Individuals are encouraged to use the secure UploadNY portal, which will result in faster processing. The AppDocs@otda.ny.gov email address will be discontinued on April 1, 2023. After April 1, 2023, all evidence must be submitted via UploadNY, fax, in-person, or U.S. Mail.

Individuals will need a NY.gov account to access UploadNY. For more information on obtaining a NY.gov account, go to https://my.ny.gov. If an individual already has a NY.gov account, the username and password are the same as what is used to access myBenefits or other New York State applications like the Department of Motor Vehicles.

After signing into UploadNY with a NY.gov username and password, individuals must enter a fair hearing number. Once they enter a fair hearing number, they may then submit documents and images using the following dropdown categories to indicate in which category their evidence should be included in the electronic fair hearing record:

- Agency Appearance Waiver – automatically added to the record.
- Agency Evidence – automatically added to the record.
- Appellant Evidence – automatically added to the record.
- Appellant Evidence Supporting Expedited Medicaid Hearing Request – manually reviewed upon receipt and added to the record.
- Appellant Homebound Medical Documents – manually reviewed upon receipt and added to the record.
- Appellant Representative Authorization – manually reviewed upon receipt and added to the record.
- Reconsideration Responses – manually reviewed upon receipt and added to the record.

Agencies using a secure File Transfer Protocol (sFTP) to submit evidence should continuing using that process.

Submissions requiring manual review will be routed to designated staff members who will take appropriate action and add the materials to the electronic fair hearing record.

Questions about this transmittal should be directed to OAHTransmittals@otda.ny.gov. Please refer to https://my.ny.gov/NYgovId/faqs.xhtml for questions about NY.gov.