Office of Administrative Hearings (OAH)	Transmittal Number: 99-20
Procedures Transmittal	Date: May 5, 1999
	Page: 1 of 1 (with 4 pages attached)
Distribution:	
ALB OAH Staff [x] UPS ALJs/ SUP ALJs [x] Upstate LDSS [ ]	Subject: Letter to Statewide Advocacy Groups Highlighting Improved Access (Includes New Fax Form, Request to Adjourn/ Reopen a Fair Hearing)
NYC OAH Staff [x] NYC ALJs/ SUP ALJs [x] NYC Agencies [ ]	

The attached letters have been sent to legal advocacy groups statewide to review innovations that this office has implemented in our efforts to better serve the client population. You will also find a copy of the newly designed fax form, Request to Adjourn/Reopen a Fair Hearing, for use by the advocates in requesting adjournments and reopens. This form was designed to further increase the advocates' access to our office and should prove useful in obtaining more comprehensive information to assist in our evaluation of, and the eventual granting or denying of, adjournment/reopen requests.

It is very important that the phone numbers of the Albany Office Communication Intake supervisors provided in the letter to the NYC advocates are NOT given out to clients or the general public. These numbers have been provided to the advocates as a courtesy to afford them a direct means of requesting adjournments/reopens on behalf of their clients. Should these lines be inundated with general calls from clients, they will no longer provide the access for which they are intended.

If you have any questions regarding this transmittal, you may contact your supervisor or 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