

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>	<b>Transmittal Number:</b>	03-04
<b>Distribution:</b>  ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input checked="" type="checkbox"/> Upstate LDSS <input checked="" type="checkbox"/> SUP ALJs <input checked="" type="checkbox"/>  NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs <input checked="" type="checkbox"/> NYC Agencies <input checked="" type="checkbox"/> SUP ALJs <input checked="" type="checkbox"/>	<b>Date:</b> February 28, 2003	
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	<b>Subject:</b>  Notification to Local Districts/Agencies of OAH Email Address and E-Forms on the Web	

In an effort to utilize existing technologies to expand access to the Office of Administrative Hearings, several new electronic means of communication are now available. The following email address has been created for use by clients and their representatives to contact the Office of Administrative Hearings (OAH) Communications Intake and other units:

[intakemail.hearings@dfa.state.ny.us](mailto:intakemail.hearings@dfa.state.ny.us)

This email address is being distributed to community organizations and advocacy groups. If a client or representative utilizes this email address to access the OAH, an acknowledgment via email will initially be sent and an appropriate response either via email or regular mail will subsequently be sent.

The intakemail.hearings mailbox will be accessed daily by OAH staff who will ensure that email inquiries or requests are processed as appropriate.

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Two additional email addresses have been created for communications by Upstate local district and NYC agency staff:

[intakeupstate.hearings@dfa.state.ny.us](mailto:intakeupstate.hearings@dfa.state.ny.us)

[intakenyc.hearings@dfa.state.ny.us](mailto:intakenyc.hearings@dfa.state.ny.us)

Please note: Use of email does not replace the local district's/agency's responsibility to contact OAH via the Fair Hearing Information System (FHIS), when warranted. The intakeupstate.hearings and intaknyc.hearings mailboxes are designed to enhance access and can be used in lieu of placing a telephone call, or in certain circumstances, a regular mail contact.

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In addition to access via the email address [intakemail.hearings@dfa.state.ny.us](mailto:intakemail.hearings@dfa.state.ny.us), three electronic forms, the FAIR HEARING REQUEST E-FORM, the REQUEST FOR COMPLIANCE E-FORM, and the ADJOURNMENT/RESCHEDULE REQUEST E-FORM are now available on the Internet as an alternative means for appellants and their representatives to contact the Office of Administrative Hearings. These electronic forms have been posted on the Internet at the OTDA website indicated below:

<http://www.otda.state.ny.us/oah/forms.asp>

This website address is being distributed to community organizations and advocacy groups to encourage use of the E-Forms for ease of access to the Office of Administrative Hearings. All incoming electronic Fair Hearing Requests, Requests for Compliance, and Adjournment or Reschedule Requests received via E-Form will be processed and responded to in the same manner as other communications with our office. A response to an appropriately completed E-Form request will consist of scheduling a hearing, adjourning or rescheduling a hearing, or initiating compliance—the initiator of the E-Form will, therefore, receive in response an OAH 4420 (Acknowledgement of Fair Hearing Request), OAH 457 (Scheduling Notice), FHIS automated letter, or other response rather than an emailed acknowledgment or response.

Upon submission, the sender of the E-Form will receive an immediate electronic instruction that directs the sender to print the page as confirmation of completing the E-Form. When necessary, the Office of Administrative Hearings will honor, as proof of our receipt, a photocopy of the electronic form submitted by the sender.

If there are any questions with respect to this transmittal, you may contact Sue Fiehl at (518) 473-4779 or via email [90J029@dfa.state.ny.us](mailto:90J029@dfa.state.ny.us).



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Mark Lacivita, Director of Administration  
Office of Administrative Hearings