

Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal Number:	03-05
Distribution:	Date:	May 9, 2003
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	Subject:	Access to the Office of Administrative Hearings (OAH)
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"/>	

Included for your information is a current listing of Office of Administrative Hearings (OAH) staff and how to access them, which may be useful as a reference tool. These OAH contacts handle a variety of issues of concern to local district staff. The list includes a brief description of the types of inquiries for which each person is responsible as well as the established method of contact. It references addresses, telephone numbers, fax numbers and email addresses, as appropriate, for use by agency staff who need to contact the OAH. Please do not give any named individual's phone numbers or ANY of the email addresses to clients, as doing so will only delay response to clients and impede access by local districts. The regular mail address, the general telephone numbers, and the fax number, all denoted by asterisks (*), are available for client use.

OAH may be reached via **regular mail** through the U.S. Postal Service as follows:

- * NYS Office of Temporary and Disability Assistance
Office of Administrative Hearings
P.O. Box 1930
Albany, New York 12201

OAH may be reached by **telephone** for requests and other-Fair Hearing-related inquiries at the general telephone numbers:

- * Upstate 518-474-8781
NYC 212-417-6550

OAH may be reached by **fax** at the main fax number:

- * Fax 518-473-6735

OAH may be reached by **email** at the recently created email addresses:

Upstate intakeupstate.hearings@dfa.state.ny.us
NYC intakenyc.hearings@dfa.state.ny.us

Any contacts made to specific OAH staff by the above methods will be forwarded to the attention of that person.

Inquiries regarding a specific fair hearing decision including **requests to amend a decision or reopen a hearing** should be directed in writing to:

Russell J. Hanks, Deputy General Counsel
Office of Temporary and Disability Assistance
Office of Administrative Hearings
P.O. Box 1930
Albany, New York 12201-1930

Issues related to **administrative operations** of the Office of Administrative Hearings not otherwise listed should be directed to Mark Lacivita, Director of Administration:

Phone: 518-473-7051
Email: Mark.Lacivita@dfa.state.ny.us

Inquiries related to **OAH administrative procedures transmittals** should be directed to Susan Fiehl, Assistant Director of Administration/Supervisor of the Communications Intake Unit:

Phone: 518-473-4779
Email: Susan.Fiehl@dfa.state.ny.us

Inquiries regarding administrative procedures relative to **the request intake process prior to decision issuance** should be directed to Victoria A. Fiorino, Supervisor of the Communications Intake Unit:

Phone: 518-473-4717
Email: Victoria.Fiorino@dfa.state.ny.us

Liaison Unit Inquiries: Inquiries regarding adjournments, aid-continuing directives and challenges, scheduling questions related to specific hearings, or information on expedited/emergency hearings should be directed as follows:

Supervisor, Liaison Unit	Liaison
Bert Pagano 518-486-7001	Frances Viera 518-474-8787
intakeupstate.hearings@dfa.state.ny.us	

NYC Agency/Case Number Corrections: Requests from a center advising that a hearing is the responsibility of another center, or to provide the correct case number for a specific client should be directed to the OAH by one of the following methods:

Email: intakenyc.hearings@dfa.state.ny.us

Fax: 518-473-6735

Mail: P.O. Box 1930
Albany, N.Y. 12201

Waiver Requests: Requests from local districts or NYC agencies to waive their appearance at a hearing and submit written evidentiary material is handled differently depending upon the issue and location of hearing. All questions with respect to how to submit a waiver request can be directed to:

Phone: 518-486-6481

Managed Care/Community Based/Care at Home Inquiries: Inquiries regarding administrative procedures related to hearings regarding Managed Care, Home and Community-Based Services and Care at Home Waivers should be directed to Louise Finkell, Assistant Director of Administration:

Phone: 518-473-4969

Email: Louise.Finkell@dfa.state.ny.us

Inquiries related to **fair hearing calendars and scheduling procedures** should be directed to Nancy Irving, Scheduling Supervisor:

Phone: 518-473-7056

Email: Nancy.Irving@dfa.state.ny.us

Decision Requests: Requests for additional copies of fair hearing decisions should be directed to Debbie Huber. Include the name of the person requesting the decision and the complete mailing address where the decision should be sent and submit as follows:

Fax: 518-473-6735

Email: Debbie.Huber@dfa.state.ny.us

Digital Tape Recording Requests: Requests for copies of fair hearing digital tape recordings should be directed to Pamela Hopkins. Include the name of the person requesting the tape and the complete mailing address where it should be sent and submit as follows:

Fax: 518-486-7553

Email: Pamela.Hopkins@dfa.state.ny.us

Inquiries regarding **compliance** with fair hearing decisions should be directed to Jackie Donovan, Supervisor of the Compliance Unit:

Phone: 518-473-4989

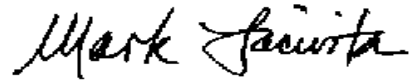
Email: Jackie.Donovan@dfa.state.ny.us

Inquiries relating to **Administrative Disqualification Hearings (ADH)** should be directed to Edward McCarthy, ADH Supervisor:

Phone: 518-473-8920

Email: Edward.McCarthy@dfa.state.ny.us

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

Handwritten signature of Mark Lacivita in black ink.

Mark Lacivita, Director of Administration
Office of Administrative Hearings