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Office of Administrative Hearings (OAH)	Transmittal Number: 95-02	
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Distribution:	! !	
ALB OAH Staff [X] UPS ALJs [X] Upstate LDSS [] SUP ALJs [X]	Subject: Homebound and Out-of-State Telephone Hearing Letters -	
NYC OAH Staff [X] NYC ALJs/ [X] NYC Agencies []	Change in Availability Times	

Effective immediately, there has been a change in several Homebound Telephone Hearing Letters regarding timeframes a client should be available to accept a call from the Hearing Officer.

The new instructions included in the Homebound Telephone Hearing Letters are as follows:

"If you have a morning appointment, you must be available at your telephone from 9:00 a.m. to 12:00 Noon to accept a call from the Hearing Officer. If you have an afternoon appointment, you must be available at your telephone from 1:00 p.m. to 4:00 p.m. to accept a call from the Hearing Officer."

Appellants were previously instructed to be available for a telephone hearing from "one hour before to one hour after" the time stated on their Notice of Fair Hearing. This change more realistically reflects the times the appellant should be available and should preclude unnecessary telephone inquiries from appellants waiting for their call.

The following letters have been changed to include this new information:

Homebound Telephone Hearing Letter C
Homebound Telephone Hearing Letter D (Attachment to DSS 457)
Out-of-State Telephone Hearing Letter #7
Out-of-State Telephone Hearing Letter #8
Out-of-State Telephone Hearing Letter #9
Out-of-State Telephone Hearing Letter #10

Mark Lacivita, Director of Administration Office of Administrative Hearings