| Transmittal Office of Administrative Hearings (OAH) | Number: 97-25 +-----| | Date: July 18, 1997 Procedures Transmittal | Page: l of l +-----|Distribution: |ALB OAH Staff [X] UPS ALJs/ [] Upstate LDSS [X]| Subject: SUP ALJS [] Requests from Local | Agencies for Additional| NYC OAH Staff [X] NYC ALJS/ [] NYC Agencies [X]| Copies of Decisions | SUP ALJS [] (NYC HRA Only) | 1 +-----

Due to an increasingly large number of requests from NYC HRA Income Support Centers for additional copies of decisions to be used to facilitate compliance with decisions after hearing, and in an effort to centralize the processing of these requests, the following procedure has been devised for all Upstate local agencies and NYC HRA Income Support Centers to follow in requesting additional copies of decisions from the Office of Administrative Hearings.

Requests for copies of decisions should no longer be made via telephone to the Office Of Administrative Hearings (OAH) but must be either faxed to (518) 473-6735 in the Albany Office or transmitted via e-mail to Ms. Deborah Huber at 90J008. Requests should include the Name of the Appellant and the Fair Hearing Number, and should be clearly noted as to the individual seeking the decision(s) and the complete mailing address to whom the decision(s) should be mailed. This office will make every attempt to retrieve and mail the requested decision(s) within 72 hours of receipt; however, it should be noted that, depending on the volume, this timeframe may be either shorter or longer. Any calls made to established contacts who have provided decisions in the past will be answered by reaffirming this new procedure unless a request is unusually emergent.

It should be noted that local agencies should make every effort to maintain a library of decisions received at the time of original issuance to avoid the need to request an additional copy from the Office of Administrative Hearings upon receipt of a complaint from the appellant that alleges non-compliance with directives contained in the decision. Any questions can be directed to Susan Fiehl at (518) 473-4779 or via e-mail at 90J029.

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Mark Lacivita, Director of Administration Office of Administrative Hearings