Office of Administrative Hearings (OAH)	Transmittal Number: 99-28
Procedures Transmittal	Date: June 10, 1999
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Distribution:

ALB OAH Staff [x]	UPS ALJs/ [x]	Upstate LDSS [x]	Subject: Address Change for Otsego County DSS Income Maintenance Staff and Change of Fair Hearing Site
	SUP ALJs [x]	Otsego DSS only	
NYC OAH Staff [ ]	NYC ALJs/ [ ]	NYC Agencies [ ]	
	SUP ALJs [ ]		

Effective June 21, 1999, some Otsego County Department of Social Services' staff, including Income Maintenance staff, will be relocated to a new address. As a result of this move, fair hearings scheduled in Otsego County on or after June 21, 1999 will be held at the new site, as indicated below:

Former Fair Hearing Site	New Fair Hearing Site
Otsego County Department of Social Services 197 Main Street Cooperstown, NY 13326	Otsego County Department of Social Services Greystone Commercial Park 4580 State Highway 28 Cooperstown, NY 13326

While Commissioner Christman will maintain a satellite office at the Greystone address, his primary address will remain 197 Main Street. Therefore, correspondence directed to the Commissioner or that of a general nature, should continue to be sent to 197 Main Street.

Please update your records to reflect this change in hearing site. This new address will be reflected on the Notice of Fair Hearing (OAH-457). If you have any questions regarding this transmittal, contact Sue Fiehl at (518) 473-4779 or via e-mail 90J029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings