

FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner Office of Procedures

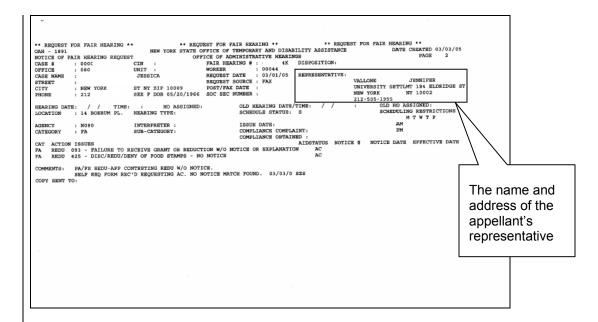
POLICY BULLETIN #05-59-OPE

PROVIDING COPIES OF ALL AGENCY-RELATED WRITTEN COMMUNICATION TO APPELLANTS' REPRESENTATIVES

Date:	Subtopic(s):
April 6, 2005	Fair Hearing
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Job Center and Non-Public Assistance Food Stamp Site staff that all Fair Hearing-related written communication, which includes Mandatory Dispute Resolution (MDR) and non-MDR-related resolution actions provided to an appellant, must also be provided to the appellant's representative/attorney.
	In accordance with NYCRR 358-3.9, OAH 05-03 and OAH 98-17, once the Agency has been notified that a person or organization has been authorized as an appellant's representative, that representative must receive copies of all written communication sent or given to the appellant concerning the Fair Hearing, the MDR and any related conferences.
	The Worker can determine whether the appellant has a representative by reviewing the Office of Administrative Hearings Fair Hearing Request (OAH-1891) form to locate the name and address of the representative (see next page for a sample of the form).

HAVE QUESTIONS ABOUT THIS PROCEDURE? Call 718-557-1313 then press 2 at the prompt followed by 765 or send an e-mail to *FIA Call Center*

OAH-1891



Effective Immediately

References:

NYCRR 358-3.9 OAH 98-17 OAH 05-03