

RECEIVED JAN 19 2007



Eliot Spitzer
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

David A. Hansell
Acting Commissioner

January 17, 2007

Empire Justice Center
119 Washington Avenue
Albany, NY 12210

Dear Advocate:

In order to assist your office in providing consistent and accurate information to clients regarding the various ways to contact the Office of Administrative Hearings, we have developed the enclosed contact sheet. We encourage the use of this form when referring clients to this office as out of date or incomplete information can result in delays in access or non-receipt of essential correspondence. We would appreciate your updating any instructions, both written and electronic, which you provide to clients to insure that they have access to the most accurate and complete contact information available.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Mark Lacivita".

Mark Lacivita
Director of Administration
Office of Administrative Hearings

Enclosure



David A. Hansell, Acting Commissioner



How Clients Can Contact Administrative Hearings

By Phone:

Statewide Toll-free **1-800-342-3334**: Fair Hearing Requests & Inquiries

Statewide Toll-free **1-877-209-1134**: Adjournment Requests

NYC Emergency Fair Hearing Requests: **1-800-205-0110**

(e.g. Shelter/Homeless/Shut-off related)

By Mail:

NYS Office of Temporary and Disability Assistance

Office of Administrative Hearings

PO BOX 1930

Albany, N.Y. 12201-1930

Clinical Managed Care: NYS Office of Temporary and Disability

Assistance

P.O. Box 22023

Albany, NY 12201

By Fax:

Fax: (518)473-6735

Online:

Website: <http://www.otda.state.ny.us/oah>

Forms: <http://www.otda.state.ny.us/oah.forms.asp>

In Person Walk-in Locations:

New York:

14 Boerum Place, First Floor, Brooklyn, NY
(primary location- near Jay Street/Borough Hall)

330 West 34th Street, Third Floor, Manhattan, NY
(by Penn Station/34th St.)

Albany:

99 Washington Avenue, 12th Floor, Albany