



# Office of Temporary and Disability Assistance

## OFFICE OF ADMINISTRATIVE HEARINGS

### NOTICE OF TELEPHONE HEARING

You have been scheduled for a telephone hearing. You do not need to report to the Fair Hearing Office.

The Notice of Fair Hearing included with this attachment indicates the date and time of the telephone hearing.

**If you have a morning appointment, you must be available at your telephone from 9:00am to 1:00pm to accept a call from the Hearing Officer. If you have an afternoon appointment, you must be available at your telephone from 1:00pm to 5:00pm to accept a call from the Hearing Officer.**

The Hearing Officer's call may appear on Caller ID as 518.549.0500, Blocked or 212.459.7801.

You will be able to hear the agency's presentation over the telephone and you will have a chance to question the agency representative and any witnesses. You will also have a chance on the telephone to tell your own side of the issue under review.

If you have a representative, they should be available by telephone from 9:00am to 1:00pm for a morning appointment to accept a call from the Hearing Officer. Your representative should be available by telephone from 1:00pm to 5:00pm for an afternoon appointment to accept a call from the Hearing Officer. Written authorization to represent should be submitted to this Office as well as any additional documents you want entered into the record. Your representative will have a chance to examine the agency file and to question the agency representative and witnesses.

Appellants and their authorized representatives are instructed to send copies of documentary evidence to OAH at least two business days before the hearing. OAH accepts evidence via email, fax, or mail. If using mail, please take delivery time into account to ensure evidence is delivered timely.

Email: [appdocs@otda.ny.gov](mailto:appdocs@otda.ny.gov)

Fax: 518-473-6735

Mail: Office of Administrative Hearings, 40 N Pearl St, FI 15B, Albany NY 12243 or  
PO Box 1930 Albany NY 12201

If you have any questions regarding the above procedures, please call this Office toll-free at 800-342-3334 for assistance.

Notice of Telephone Hearing  
Letter D (Attachment to OAH-457)