

<p align="center">Office of Administrative Hearings (OAH) Procedures Transmittal</p> <p>Distribution:</p> <p>ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input checked="" type="checkbox"/> Upstate LDSS <input checked="" type="checkbox"/></p> <p> SUP ALJs <input checked="" type="checkbox"/></p> <p>NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs <input checked="" type="checkbox"/> NYC Agencies <input checked="" type="checkbox"/></p> <p> SUP ALJs <input checked="" type="checkbox"/></p>	<p>Transmittal Number: 13-002</p>
	<p>Date: January 31, 2013</p> <p>Page: 1 of 1</p>
	<p>Subject: Waiver Packet Submission Address Changes</p> <p>CORRECTED</p>

The Office of Administrative Hearings recently changed physical location. The processes for local Social Services districts and other agencies to request waivers of appearance at scheduled fair hearings has not changed nor has the address for regular mailing of evidence packets, which continues to be:

Office of Administrative Hearings
NYS Office of Temporary and Disability Assistance (OTDA)
P.O. Box 1930
Albany, New York 12201-1930

However, due to the location change, packets sent via express mail should now be addressed as follows:

**Office of Administrative Hearings
NYS Office of Temporary and Disability Assistance (OTDA)
40 North Pearl Street, Floor 15 B
Albany, New York 12243**

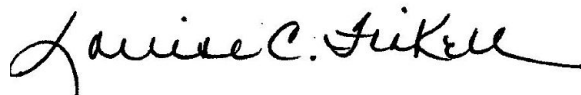
Additionally, an **email** address is now available for submitting packets electronically. The Fair Hearing number should be included on the subject line of the email. Note that packets containing confidential information should be sent via encrypted email to:

otda.sm.hearings.waivers@otda.ny.gov

The fax number remains the same:

Fax number (518) 473- 6735

For any questions with respect to this transmittal, please contact Victoria A. Fiorino at (518) 473-4717 or via email at victoria.fiorino@otda.ny.gov. If you have questions regarding a specific packet, please contact Audrey Maurer at (518) 474-3265 or via e-mail at audrey.maurer@otda.ny.gov.



Louise Finkell, Director of Administration
Office of Administrative Hearings