

## Telephonic Administrative Disqualification Hearing Cover Letter

Date:

To:

From: County

Hearing Number:

A Notice for a telephonic Administrative Disqualification Hearing (ADH) has been previously sent to you by the New York State Office of Temporary and Disability Assistance (NYS OTDA) Office of Administrative Hearings (OAH).

Please read the information provided with the notice to ensure that you are able to participate in the hearing. The hearing is scheduled for (date) at (time).

Enclosed, please find a copy of the district's evidence packet for this hearing.

On the scheduled date and time of the hearing, you will receive a call from the Administrative Law Judge (ALJ) who will be conducting the hearing.

Based on the most current information available to the district, the ALJ will call you at . If this is **NOT** your correct phone number, please contact the Office of Administrative Hearings at 518-474-9087, or the County Department of Social Services at as soon as possible and provide the phone number where you can be reached on the date of the hearing. If the telephone number provided by the district is incorrect and you fail to contact OAH or the district with an updated phone number, the ALJ will proceed with the ADH using the telephone numbers provided by the district.