



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

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Acting Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	24-INF-03
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Audit & Quality Improvement Office of Administrative Hearings
<b>Date:</b>	March 26, 2024
<b>Subject:</b>	Introduction of LDSS-5260 “Telephonic Administrative Disqualification Hearing Cover Letter” Form
<b>Suggested Distribution:</b>	Temporary Assistance Directors Supplemental Nutrition Assistance Program Directors Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Lauren Mathews (A&QI) 518-408-0099 or <a href="mailto:Lauren.Mathews@otda.ny.gov">Lauren.Mathews@otda.ny.gov</a> Program Questions: Office of Administrative Hearings 518-474-9087
<b>Attachments:</b>	<a href="#">Attachment 1 - LDSS-5260 Telephonic Administrative Disqualification Hearing Cover Letter Form</a>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 ADM-8		18 CRR-NY 359.6		SNAP Source Book Section 6	23DC083 7 CFR 273.16(e)(3)

### Section 2

#### I. Purpose

The purpose of this informational letter is to introduce a new form, LDSS-5260 Telephonic Administrative Disqualification Hearing Cover Letter Form (**Attachment 1**), designed for use by local district staff to send to applicants/recipients in order to confirm a current and correct phone number prior to a scheduled telephonic administrative disqualification hearing (ADH).

## II. Background

Due to an increased volume in telephonic ADHs in recent years, there has been a greater need to confirm current and correct phone numbers for applicants/recipients prior to the scheduled hearings. With the recent release of 23DC083 - *Demonstration Project – Administrative Disqualification Hearings for Intentional Program Violations*, social services districts will continue to conduct ADHs through various means of communication, including telephonically. It is imperative that the Administrative Law Judge has the correct phone number to conduct the hearing.

## III. Program Implications

Use of the LDSS-5260 “Telephonic Administrative Disqualification Hearing Cover Letter” Form attached to this informational letter is optional but recommended. Districts may find it to be useful to include with the evidentiary packet sent to the client prior to the telephonic ADH. The new form is also posted on the intranet page for LDSS e-forms.

## IV. Forms Ordering Information

- The English version, as well as the 12 required language versions of the LDSS-5260 “Telephonic Administrative Disqualification Hearing Cover Letter” form are Web Posted Only forms.
- The above referenced document has been posted on the OTDA Intranet website at: [http://otda.state.ny.net/ldss\\_eforms/default.htm](http://otda.state.ny.net/ldss_eforms/default.htm) and is available for downloading by local districts for reproduction locally.
- This document is a Web posted only form, therefore, it is only available on-line and is not available in hard copy from the New York State Office of Temporary and Disability Assistance (OTDA).
- Questions concerning Web posted only forms should be directed to BMS Document Services at: (518) 474-9522 or via email at: [document.services@otda.ny.gov](mailto:document.services@otda.ny.gov).
- Any requests for a Local Equivalent of this form should be submitted to the mailing address below for review and approval.

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## Issued By:

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**Division/Office:** OTDA/A&QI