



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 includes the date and time of the telephone hearing.

Multiple hearings are scheduled every 90-minutes. Hearings may start at any time in the scheduled 90-minute period. You and any authorized representative(s) must be available and answer a telephone call from the Hearing Officer starting at the time listed on the scheduling notice. Hearings may start earlier or later than the scheduled 90-minute period. Please be available for longer than the scheduled 90-minute period if you have not yet received a call from the Hearing Officer.

The Hearing Officer's call may appear on Caller ID as 518-549-0500, 518-391-4565, 212-459-7801, or Blocked, Restricted, Unavailable, et cetera.

Hearing Officers will call the telephone number provided two times with at least ten minutes between calls. Failure to answer two phone calls from the Hearing Officer made after the scheduled time of your hearing, may cause the fair hearing request to be deemed abandoned. OAH may consider the fair hearing request abandoned if the telephone number provided is disconnected. If the request is deemed abandoned, you may request OAH reopen the fair hearing using the contact information below.

Please submit updated telephone number(s) prior to your scheduled hearing date using the contact information below. OAH will coordinate alternate means for you to participate if you do not have access to a telephone or a working or usable telephone number.

You will hear the agency's presentation over the telephone during the hearing and you can question the agency representative and any witnesses. You can explain your side of the issue.

You must send copies of documentary evidence to OAH at least two business days before the hearing. OAH accepts evidence via US Mail, fax, or via the secure document upload portal. If you use US mail, please take delivery time into account to ensure evidence is received timely.

Secure Upload: UpLoad.NY.gov; Use Your MyBenefits Log-In ID
Fax: 518-473-6735
Mail: Office of Administrative Hearings
New York State Office of Temporary and Disability Assistance
40 N. Pearl St, FI 15, Albany NY 12243

Please call this Office toll-free at 800-342-3334 with questions or updated contact information.

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