Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal 16-03
Distribution:	**Date: 4/27/16** **Page:**
Albany OAH Staff ☒ **Rest of State Hearing Officers ☒** **Supervising Hearing Officers ☒** **NYC OAH Staff ☒** **NYC Hearing Officers ☒** **Supervising Hearing Officers ☒** **Rest of State Social Service Districts ☒** **NYC Agencies ☒**	**Subject:** **Supplemental Nutrition Assistance Program (SNAP) Adjournments**

Effective immediately and in accordance with federal regulation 7 CFR 273.15(c)(4) governing the postponement of Fair Hearings involving the Supplemental Nutrition Assistance Program(SNAP), appellants are entitled to one postponement of a scheduled fair hearing. Any subsequent requests for postponement require a showing of good cause. 18 NYCRR Part 358-5.3(a) will be amended to reflect this change.

When entering the first postponement in the Fair Hearing Information System (FHIS), the adjournment code that corresponds to the reason should be entered. If a reason is not given, code 48 Other Appellant/Representative Reason should be used.

This directive applies to any fair hearing which includes a SNAP issue.

If you have any questions regarding this transmittal, you may contact your supervisor or Michael Allen at (518) 473-4969 or at Mike.Allen@otda.ny.gov.

Samuel L. Spitzberg, Director,
Office of Administrative Hearings