

Office of Administrative Hearings (OAH)		Transmittal Number: 98-17
Procedures Transmittal		Date: March 31, 1998
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Distribution:		Subject: Responsibility of Local Agencies to Provide Documents to Representatives
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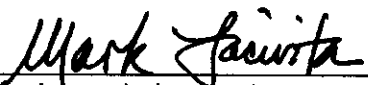
It has been brought to the attention of the Office of Administrative Hearings that local districts do not always provide appellants' representatives with copies of hearing-related correspondence addressed to appellants. This transmittal is intended to serve as a reminder of the responsibility of the local social services agency in accordance with 18 NYCRR 358-3.9, Authorization of Representative:

- (b) Once a social services agency and the department have been notified that a person or organization has been authorized to represent you at your fair hearing, such representative will receive copies of all correspondence to you from the social services agency and the department relating to the conference and fair hearing.

Also, the following sets forth the obligations of the local social services agency pursuant to 18 NYCRR 358-4.2(j), Pre-hearing Responsibilities:

- (j) The social services agency must send copies of all correspondence relating to the conference and fair hearing to the authorized representative of the appellant.

If you have any questions with respect to an appellant's representative's entitlement to documents pursuant to the above, you may contact Susan Fiehl, of my staff, at (518) 473-4779 or via e-mail 90j029.


 Mark Lacivita, Director of Administration
 Office of Administrative Hearings