



## Office of Temporary and Disability Assistance

### **NOTICE OF TELEPHONE HEARING**

**CALL IN NUMBERS (518) 560-4126 or (XXX) XXX-XXXX**

You are scheduled for a telephone hearing. You do not need to report to the Fair Hearing Office. The enclosed Notice of Fair Hearing (Form OAH 457) includes the hearing number in Box A, the scheduled date in Box E, and time in Box H, for the telephone hearing.

<b>A</b> FAIR HEARING NUMBER (NUMERO DE LA VISTA IMPARCIAL)	<b>E</b> DATE (FECHA)	<b>H</b> TIME (HORA)
<b>B</b> AID STATUS (ESTADO DE LA AYUDA)	<b>F</b> PLACE OF HEARING (LUGAR DE LA VISTA) <b>TELEPHONE HEARING</b>	
<b>C</b> REPRESENTATIVE (REPRESENTANTE)	<b>G</b> AGENCY (AGENCIA)	<b>I</b> CATEGORY AND CASE NO. (PROGRAMA Y NUMERO DEL CASO)
<b>D</b> ISSUES (ASUNTOS A DISCUTIRSE)		<b>J</b> DATE OF HEARING REQUEST (FECHA DE LA SOLICITUD)

#### **Before the Hearing Day:**

Send copies of documentary evidence to the Office of Administrative Hearings (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 consider delivery time 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, OTDA  
40 N. Pearl St, Fl 15, Albany NY 12243

#### **On Your Hearing Day:**

Call (518) 560-4126 or (XXX) XXX-XXXX between 10 minutes before and 30 minutes after your scheduled hearing time in Box H of the enclosed Notice of Fair Hearing, (Form OAH 457). You will not be able to join the hearing outside this 40-minute window.

When prompted, use the phone's number pad and enter the digits for your individual fair hearing number in Box A of the enclosed Notice of Fair Hearing (Form OAH 457) (ignore the last letter).



You will be placed on hold until the Administrative Law Judge is available. You will be able to follow prompts and make yourself unavailable for up to five (5) minutes. Your hearing request may be considered abandoned if you do not call as directed or are not present when the Administrative Law Judge starts your hearing.

You can ask the agency representative and witnesses questions and explain your side of the issue.

#### **Questions and Updates to your Contact Information:**

Please call OAH toll-free, at 800-342-3334, to update contact information (telephone number or address) or if you have questions. OAH can coordinate another way for you to participate in the hearing if you do not have access to a telephone or a private place to speak.

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