



RECEIVED MAR 12 2009

David A. Paterson
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

David A. Hansell
Commissioner

March 12, 2009

Empire Justice Center
119 Washington Avenue
Albany, NY 12210

Dear Advocate:

As you are aware, for the last several years, this office has provided direct telephone access to designated supervisory staff for the purpose of fielding calls from legal representatives wishing to adjourn or reopen a hearing. Please note that, effective immediately, we have a new telephone number designated for this purpose; therefore, it will no longer be necessary for you to attempt to reach individual staff. The new number is 518-408-3208. In order to maintain this line for its intended purpose, we ask that it only be used by legal representatives for the stated purpose of rescheduling a fair hearing.

In addition to the above telephone number, there are other options for contacting this office to request an adjournment. An online adjournment form is available at:

<http://www.otda.state.ny.us/oah/forms.asp>

The toll-free telephone number designated for adjournments and rescheduling requests is 877-209-1134. Requests for adjournments and rescheduling must allow sufficient time for processing.

Thank you for your cooperation as we continue our efforts to ensure access to this office.

Sincerely,

Mark Lacivita
Director of Administration
Office of Administrative Hearings