

When a client claims that he or she did not receive a Client Notices System (CNS) notice, the Fair Hearing officer will request proof of mailing of the notice. As evidence to establish the mailing of CNS notices in general, an affidavit has been prepared to certify the procedures followed for these notices. This affidavit can be obtained by contacting:

Mr. Michael Taber (DOH & CNS System Support)
Office of Temporary and Disability Assistance (OTDA)
Division of Information Technology
(518) 473-3186
MIKE.TABER@OTDA.STATE.NY.US

In addition to the affidavit, the local district/NYC agency should provide for the hearing officer specific evidence from the CNS case record, i.e. a screen print, that shows that the notice was processed by CNS. We recommend that local district/NYC staff have a copy of this affidavit on hand, and contact Mr. Taber periodically to verify that they have the latest version. If you have any questions, please contact Mr. Taber.