**[New in 2016]**

**Minnesota Department of [Name]**

 **[Division]**

**NOTICE OF SUBMISSION OF RULES PROPOSED FOR ADOPTION WITHOUT A PUBLIC HEARING TO THE OFFICE OF ADMINISTRATIVE HEARINGS**

**Amendments to Rules Governing [Topic], Minnesota Rules, [citation(s)]**

TO: ALL INTERESTED PERSONS

In accordance with Minnesota Statutes, section 14.388, subdivision 2, this Notice is being sent to all persons who have registered their name with the agency under Minnesota Statutes, section 14.14, subdivision 1a. This notice is also posted on the website of the [Name of Agency].

PLEASE TAKE NOTICE that the above‑cited rules proposed for adoption will be submitted to the Office of Administrative Hearings on the date of this notice, MONTH DAY, YEAR. A copy of the rule modification is attached to this notice.

All interested persons have five business days after the date of this notice to submit comments to the Office of Administrative Hearings via its eComments website at ***https://minnesotaoah.granicusideas.com/discussions*** or 600 North Robert Street, P.O. Box #####, St. Paul, Minnesota 55164-####.

[Cite and describe authorizing law(s):]

By Laws of Minnesota YEAR, Special Session, chapter #, article #, section #, the Minnesota Legislature requires the commissioner of [agency name] to adopt or amend rules governing [topic]. [etc. additional paragraphs for additional applicable law]

The Department is using the good cause exemption process under Minnesota Statutes, section 14.388, subd. 1, clause (3), to make the specific change stated in the laws cited above without additional interpretation.

The agency contact person is: [name] at [agency name], [address], St. Paul, Minnesota 55155-####, telephone (651) ###-####, email [email address] For special accommodation you may contact agency contact person named above. Questions concerning the rules should be directed to the agency contact person.

Date: , [year]

[agency contact person]

[agency division]