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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 95 LCM-103

Date: September 21, 1995

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: Claiming Instructions for the 1994-1995 HEAP Cooling
Assistance

ATTACHMENTS: None

The purpose of this LCM is to identify the claiming instructions for the 1994-95 Cooling Assistance portion of the Home Energy Assistance Program (HEAP). The HEAP cooling assistance program assists low income households whose health and/or safety are threatened by the prolonged high temperatures. Effective August 1, 1995 (See GIS ES/DC014), local districts must operate this cooling component and utilize HEAP to provide eligible households with portable fans, portable air conditioners, and/or temporary relocation in order to avert a health and/or safety crisis resulting from the heat wave. Procedures for operating this crisis component were issued on August 4, 1995 to all HEAP Liaisons.

Expenditures for the cooling assistance component are to be treated as emergency payments. The payment types to be used are:

H7 HEAP Emergency Benefit - Replace Heating Equipment - Income Tier I

J7 HEAP Emergency Benefit - Replace Heating Equipment - Income Tier II

For upstate districts the HEAP Cooling Assistance payment will be identified on the BICS composites under claim RF-8 and Line Item HEAP - Emergency. These payments should be reported on the Monthly Statement of Expenditures and Claims for the Home Energy Assistance Program (RF-8) on line 3 in column 2, Gross Expenditures. Any cancellations and refunds would be reported in columns 3 and 4.

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Districts that opt to purchase a supply of fans and/or air conditioners which are loaned or granted to at risk households must fund this purchase through the Administration appropriation account (A6010.0) and claim the entire purchase/expenditure as a HEAP Emergency on the RF-8, line 3, columns 2-5. These amounts claimed should be manually added to the BICS composite.

The expenditures for the supply of fans and/or air conditioners which are loaned or granted to at risk households will not be applied to your HEAP Administrative Cap.

If you have any questions, please contact the Bureau of Local Financial Operations:

Region I-IV: Roland Levie at 1-800-343-8859, extension 4-7549 or dial direct at (518) 474-7549; User ID FMS001.

Region V: Marvin Gold at (212) 383-1733; User ID OFM270.

Stephanie O'Connell
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