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

Transmittal No: 95 LCM-122

Date: November 3, 1995

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: Instructions for Claiming Deadlines for the 1994-95
Home Energy Assistance Program (HEAP)

ATTACHMENTS: None

This LCM provides instructions for claiming deadlines for the 1994-95 Home Energy Assistance Program.

All 1994-95 HEAP Program funds, including those authorized because of the extreme heat this summer, must have been authorized in WMS by October 20, 1995. Administrative expenses may be incurred through November 15, 1995. All program and administrative funds, including manual payments made after October 20, 1995 must be paid by November 30, 1995.

Claims for program and administrative funds that local districts are charging to their 1994-95 HEAP allocation must be reported on the RF-8 by December 31, 1995. Local districts should clearly identify, on a separate supplemental RF-8, any 1994-95 close-out costs incurred during October and November, 1995 that are to be charged to the 1994-95 program. Since these claims are filed through the Automated Claiming System, identify the program year in the comment field. Failure to properly identify the program year will result in the claim being charged to the wrong year.

Any unspent funds from the 1994-95 HEAP year will be recovered through the advance/settlement process. Start-up costs for the 1995-96 HEAP year may be claimed starting October 1, 1995.

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If you have any fiscal 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 0FM270.

Stephanie O'Connell
Acting Director
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