



**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
 40 NORTH PEARL STREET  
 ALBANY, NY 12243-0001  
**David A. Paterson**  
*Governor*

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	10-LCM-13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center For Employment and Economic Supports
<b>Date:</b>	August 26, 2010
<b>Subject:</b>	2010-11 Home Energy Assistance Program (HEAP) Early Mail Out- Additional Administrative Funds
<b>Contact Person(s):</b>	HEAP Bureau Liaison at 1-800-343-8859, extension 3-0332
<b>Attachments:</b>	<a href="#">Attachment 1 – FFY 2010 HEAP Administrative Allocations, Additional Funds Available for Early Mail Out</a> <a href="#">Attachment 2 - Request for Early Mail Out Administrative Funds</a>
<b>Attachment Available On – Line:</b>	Yes

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) provides information on the early mail out process that will be conducted for the upcoming 2010-11 Home Energy Assistance Program (HEAP).

The LCM also advises local districts that processing cases during the early mail out period is mandatory for the 2010-11 Home Energy Assistance Program (HEAP) year for all districts. The early mail out targets those households that have received a HEAP benefit in the preceding year and whose household contains a vulnerable individual (under age 6, age 60 or older, or disabled).

In addition, a mail out to all households who received a 2009-10 regular benefit will be conducted in early October.

Allocations for administrative funds for this purpose and the Request for Early Outreach Administrative Funds form are attached

#### II. Background

Each program year, a HEAP application is mailed out to those households that received a HEAP benefit in the preceding year and whose household contains a vulnerable individual (under age 6, age 60 or older, or disabled).

This mail out will again be conducted prior to program opening in November in an effort to streamline the workflow and to assist districts in managing the large volume of case processing that occurs in the HEAP program. The current mail out process for districts outside of New York City (NYC) is conducted centrally by the Office of Temporary and Disability Assistance (OTDA), using the Client Notices System (CNS) to mail applications to targeted households. A mail out to targeted households in NYC is conducted by the NYC Human Resources Administration (HRA).

### **III. Program Implications**

Districts must structure local programs to begin case processing no later than September 13, 2010 for applications received during the early mail out period. If alternate certifiers conduct intake and certification for applications sent out in the early mail out period, contracts with these certifiers must be in place prior to September 13th and certifiers must agree to begin case processing by September 13th.

Processing is defined as eligibility determination and authorization of benefits through the Welfare Management System (WMS).

HEAP benefits may not be used to resolve emergency situations until on or after November 1, 2010.

#### Allocation of Additional Administrative Funds

Additional HEAP administrative funds, as established by the attached allocation schedule, are available to districts for the purpose of processing cases during the early mail out period. Please see Attachment I for your district's available funding amount.

In order to access these additional funds, districts must submit a request for funds (see Attachment II) to the OTDA HEAP Bureau outlining the activities that will be conducted during the early mail out period. If an alternate certifier will participate in accepting applications during the early mail out period, a copy of the contract must also be submitted.

Once the district plan has been accepted by OTDA, the district will be notified that their 2009-10 administrative allocation has been increased and the funds are now available.

In order to receive these additional funds, the Request for Early Outreach Administrative Funds form must be submitted by **no later than August 31, 2010.**

These funds must be obligated by September 30, 2010 and claimed by December 31, 2010. Unclaimed funds cannot be rolled into the 2010-11 administrative allocation.

**Failure to submit a request for funds and/or to receive these administrative funds does not release the district from the obligation to process cases during the early mail out period.**

**Acceptance of funds requires that districts perform the functions outlined in the Request for Funds and also agree to ensure that at least fifty percent (50%) of the cases received during the early outreach period will have payments authorized prior to program opening. The NYS OTDA HEAP Bureau may conduct on site or desk reviews to determine compliance.**

Additional Information

Plans should be submitted no later than August 31, 2010 to:

NYS Office of Temporary and Disability Assistance  
HEAP Bureau 11D  
40 North Pearl St.  
Albany, NY 12243

Plans may also be faxed to the attention of the HEAP Bureau at 518-474-9347 or sent via e-mail to [Emily.MaherCmaylo@otda.state.ny.us](mailto:Emily.MaherCmaylo@otda.state.ny.us)

**Issued By**

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic Supports