



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE**
40 NORTH PEARL STREET
ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor

Local Commissioners Memorandum

Section 1

Transmittal:	12-LCM-08
To:	Local District Commissioners, Accounting Supervisors, HEAP Coordinators
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	August 16, 2012
Subject:	2012-13 Home Energy Assistance Program–Early Outreach Process and Administrative Allocations
Contact Person(s):	OTDA CEES HEAP Bureau Liaison at (518) 473-0332
Attachments:	Attachment 1 Local District Early Outreach Administrative Allocations Attachment 2 Early Outreach Administrative Funds Budget Form
Attachment Available On – Line:	yes

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) provides information on the Early Outreach process that will be conducted for the upcoming 2012-13 Home Energy Assistance Program (HEAP).

Local districts are eligible to receive administrative funds to support processing of applications received during the Early Outreach period. This LCM outlines the requirements for receipt and use of these funds and provides each district with the amount of the administrative funds.

II. Background

Over the past several years, 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, a mail out has been conducted 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. The mail out process for districts outside of New York City (NYC) is conducted centrally by the Office of Temporary and Disability Assistance (OTDA), and will utilize the Client Notices System (CNS) to mail applications to these targeted households.

Mail out to targeted households in NYC is conducted by the NYC Human Resources Administration (HRA).

Contingent on funding, a mail out to all other households who received a 2011-12 regular benefit may be conducted in early November.

III. Program Implications

Schedule for Mail Out

The mail out for counties outside of NYC is scheduled to begin on August 27, 2012. Applications will be mailed in three (3) groups: head of households age 66 and older; households with children under age 6 or disabled individuals; and head of households age 60-65. Mail out to each group will be fully completed before the mailing for the next group begins.

The mail out for each group will occur in the following county order: Erie, Monroe, Onondaga, Suffolk, Oneida, Niagara, Chautauqua, Broome, Steuben, St. Lawrence and Albany. The applications for the remaining counties will be mailed in alphabetical order starting with Allegany and ending with Yates. The entire early mail out process is expected to be completed within three (3) weeks.

Additional Administrative Funds

Local District Allocations

HEAP administrative funds, as established by the attached allocation schedule, are available to districts for the purpose of processing cases during the Early Outreach period. Attachment I provides the amount of Early Outreach administrative funds that are available to your district. Administrative funds designated for this purpose are distributed to counties based on the number of Early Outreach applications.

Funding Requirements

In order to receive these funds, each district must meet the following requirements:

- Districts must have claimed at least seventy percent (70%) of the current 2011-12 administrative allocation. Districts that have not met this claiming requirement have not been allocated Early Outreach funds. This will be indicated by an allocation of zero (\$0) in the Approved Early Outreach Allocation column in Attachment I.

Districts may remedy this by submitting sufficient claims to meet the 70% requirement no later than August 31, 2012. Please notify your OTDA HEAP Bureau liaison if you have met this requirement. Early Outreach funds will not be available after August 31, 2012.

- Districts **must submit a budget (see Attachment II)** to the OTDA HEAP Bureau detailing how the Early Outreach funds will be utilized and outlining the activities that will be conducted during the Early Outreach period. If an alternate certifier will participate in accepting applications during the Early Outreach period, a copy of the contract must also be submitted.

Once the district's budget plan has been received by OTDA, the funds will be made available and districts will be notified of the funds' availability and the revised administrative allocation.

In order to receive these additional funds, the Early Outreach Administrative Funds Budget Form must be submitted by **no later than August 31, 2012.** Budget forms and acceptance letters will be processed as received.

OTDA may conduct compliance monitoring to ensure that the district has expended funds in accordance with the budget plan.

- **Acceptance of funds requires that districts ensure that at least seventy percent (70%) of the applications 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.**

Early outreach funds will not be available after August 31, 2012.

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

Obligation and Claiming Deadlines

Please note that Early Outreach administrative funds are added to your 2011-12 administrative allocation. These funds must be obligated by September 30, 2012 and claimed by December 31, 2012. Unclaimed funds cannot be rolled into the 2012-13 administrative allocation.

Processing for Applications Received During Early Outreach

Detailed information on processing applications received during the Early Outreach period will be provided at the 2012-13 HEAP regional trainings which will be held in August 2012. Additional instructions will also be provided to your district's HEAP Coordinator prior to the start of the mail out.

Processing cases during the early mail out period is mandatory for the 2012-13 Home Energy Assistance Program (HEAP) 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).

If alternate certifiers participate in case processing for applications sent out in the Early Outreach period, contracts with these certifiers must be in place in order to start processing upon receipt of the Early Outreach applications. Alternate certifiers must route completed applications received

prior to program opening to the SSD within fifteen (15) business days. Applications received on or after program opening must be sent within ten (10) business days.

HEAP benefits cannot be used to resolve emergency situations before program opening. Information on eligibility or payment guarantees cannot be provided either to applicants or vendors prior to program opening.

Additional Information

Budgets for Early Outreach administrative funds must be submitted no later than August 31, 2012 to:

NYS Office of Temporary and Disability Assistance
HEAP Bureau 11B
40 North Pearl Street
Albany, NY 12243
Attn: Emily Maher Cmaylo

Issued By

Name: Phyllis Morris

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