



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	17-LCM-08
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs / Employment and Income Support Programs
Date:	August 9, 2017
Subject:	2017-2018 Home Energy Assistance Program (HEAP) - Early Mail Out Process and Administrative Allocations
Contact Person(s):	HEAP Bureau at: (518) 473-0332
Attachments:	Attachment 1 – FFY 2017 HEAP Administrative Allocations
Attachment Available Online:	<input type="checkbox"/>

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) informs Social Services Districts (districts) how administrative funds for processing applications received during the 2017-18 HEAP Early Outreach period will be distributed; and outlines the requirements for allowable uses of HEAP administrative funds.

II. Background

In accordance with the 2017-2018 Home Energy Assistance (HEAP) State Plan, New York State will provide early application access to households with a vulnerable member.

The Early Outreach mail out is conducted prior to the Regular component of the program opening, which is tentatively scheduled for November 13, 2017. The mail out process for districts outside of New York City is conducted centrally by the Office of Temporary and Disability Assistance (OTDA), and utilizes the Client Notices System (CNS) to mail applications to these targeted households. The process will start on August 21, 2017 and is expected to take six business days to complete.

The mail out to these targeted households in New York City is conducted by the New York City Human Resources Administration (HRA), Management Information Services (MIS).

III. Program Implications

Local Social Service District Administrative Allocations

HEAP Early Outreach administrative funds are available to districts for the purpose of processing cases during the Early Outreach period. Attachment 1 provides the amount of Early Outreach administrative funds that are available to the districts. Administrative funds designated for this purpose are distributed to districts based on the number of Early Outreach applications mailed out per district in the previous season.

Obligation and Claiming Deadlines

HEAP Early Outreach administrative funds are added to the FFY 2016-17 administrative allocation. These funds must be obligated by September 30, 2017 and claimed by December 31, 2017. Unclaimed funds **cannot** be rolled into the FFY 2017-18 administrative allocation.

Processing for Applications Received During Early Outreach

Processing cases during the Early Outreach period is mandatory 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). Districts must coordinate efficient and timely completion of Early Outreach activities with their alternate certifiers.

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

Issued By

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