



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	18-LCM-12
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs / Employment and Income Support Programs
Date:	June 19, 2018
Subject:	Revised: 2017-18 Home Energy Assistance Program (HEAP) Programs Allocations
Contact Person(s):	HEAP Bureau at: (518) 473-0332
Attachments:	Attachment 1 – 2017-18 Revised HEAP Program Allocations
Attachment Available Online:	<input checked="" type="checkbox"/>

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) about revisions to the 2017-18 Home Energy Assistance Program (HEAP) program allocations.

Districts received initial HEAP program allocations for locally issued payments via [18-LCM-03](#). This LCM provides districts with the amounts of their revised program allocations.

II. Background

OTDA is providing districts program allocations for locally issued payments authorized via the HEAP second Autopay and for anticipated locally issued Advanced \$21 HEAP Nominal payments (payment type code NX). The attached chart provides revised program allocations for locally issued HEAP payments. Cash advances will be provided to districts.

Locally issued payments include direct client payments for heat-included benefits issued through Electronic Benefit Transfer (EBT), and two-party check payments issued to vendors participating in HEAP under the Option E provision of the HEAP Vendor Agreement.

Advanced \$21 HEAP Nominal payment allocations have been developed based on a proportional percentage share. The proportional share is based on each district's highest SNAP applicant population during the months of March through September in the three years immediately preceding the current year (2015 through 2017) divided by the total number of Supplemental Nutrition Assistance Program (SNAP) applicants. Note: The total number of

SNAP applicants is based on the sum of each district's highest SNAP application rate during the three-year period.

III. Program Implications

Prior to the HEAP second Autopay, OTDA centrally locked all HEAP Benefit Issuance and Control System (BICS) payment locks. Districts were instructed in the March 6, 2018 "Dear WMS and BICS Coordinators" letter that the HEAP BICS locks were to remain set to "L" (locked) until further notice from OTDA. In order for these EBT and locally issued two-party check payments to be made, districts must now set their HEAP BICS locks to "U" (unlocked) no later than 30 calendar days after receipt of HEAP program allocations. Districts must verify receipt of these revised HEAP program allocations prior to setting the locks to "U".

Advanced \$21 HEAP Nominal payments are not controlled by the HEAP BICS locks.

Issued By

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