

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

June 7, 2013

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TO: Subscribers**SUGGESTED DISTRIBUTION:** Commissioners, TA and SNAP Directors, HEAP Coordinators, Staff Development, WMS Coordinators, Accounting Supervisors**FROM:** Phyllis Morris, Deputy Commissioner
Center for Employment and Economic Supports**SUBJECT:** 2013-2014 Home Energy Assistance Program (HEAP) TA/SNAP Pre-Autopay Request for Vendor Information**EFFECTIVE DATE:** Immediately**CONTACT PERSON:** HEAP Bureau at 1-(800) 343-8859, extension 3-0332

The purpose of this GIS message is to inform Social Services Districts (SSDs) that in preparation for the 2013-14 HEAP Autopay, OTDA will provide a list of potentially eligible Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) recipients so that the Welfare Management System (WMS) vendor information can be reviewed and updated. Starting in 2013 these reports will only be generated in June. There will be no reports generated in August.

REPORTS

SSDs will receive three reports ***UPSHEAP-D***, ***UPSHEAP-V***, and ***UPSHEAP-NVD***, which are scheduled to be sent to the Benefits Issuance Control System (BICS) queue on June 10, 2013. The first two reports will contain cases where there is BICS vendor data available.

The reports provide the following information:

- Office/unit/worker
- Case number
- Case name
- Fuel type
- Vendor ID
- Customer account number
- TA and or SNAP Auth To Date
- Identification of CO-OP Cases

UPSHEAP-D will be sorted by district/office/unit/worker.

UPSHEAP-V will be sorted by district/vendor/office/unit/worker.

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UPSHEAP-NVD will be sorted by district/office/unit//worker and will be provided to SSDs with a list of cases having no vendor data.

Please contact your BICS operator in order to access and print these reports.

PURPOSE

These lists identify those TA and SNAP recipients that meet the criteria to be included in the Autopay. The reports provide current vendor information and identify those cases missing vendor ID/account numbers.

Districts may use these reports to:

- Verify current Vendor IDs and Customer Account Numbers and make any needed corrections. Districts may send the appropriate sections of the Vendor Sort version of the report to vendors to assist in verification of account numbers.
- Obtain and enter missing Vendor IDs and/or Customer Account Numbers.
- Review potentially eligible cases to determine if the TA or SNAP budget correctly reflects HEAP status, i.e. correct shelter and fuel types. Districts have the ability to prevent HEAP benefits from being issued via the Autopay by entering an "X" in the fuel indicator for TA cases and a "Z" in the HEAT/AC (SUA) field for SNAP cases. Please note that entering the "Z" in the SNAP case for a TA household will not suppress the benefit since WMS performs eligibility based on the TA budget.

TA/SNAP PRE-AUTOPAY REQUEST FOR VENDOR INFORMATION

The attached **TA/SNAP PRE-AUTOPAY REQUEST FOR VENDOR INFORMATION** outreach template may be reproduced locally and mailed out to recipients based on the Pre-Autopay Report. Districts may opt to revise the return date that is included in this template.

ENTRY OF INFORMATION

All vendor ID entries are made in the lower section of screen 6 of WMS. Corrections made prior to the Autopay in September will be reflected in the actual Autopay run. The Autopay is scheduled for September 14, 2013 (TA cases) and September 21, 2013 (SNAP cases).

STATEWIDE FINANCIAL SYSTEM (SFS) VENDOR DATA

SSDs need to review the SFS Vendor Processing Report (print file: SFSVENREPORT) and update SFS vendor data in BICS, if necessary. Use selection 05, Vendor Operations, from the LDMIP Menu to access BICS vendor data.

Please contact your HEAP Bureau Liaison at (518) 473-0332 with any questions.

**2013-14 HOME ENERGY ASSISTANCE PROGRAM
TA/SNAP PREAUTOPAY REQUEST FOR VENDOR INFORMATION**

INSERT LOCAL DISTRICT NAME, ADDRESS AND PHONE NUMBER

INSERT RECIPIENT NAME, ADDRESS AND CASE NUMBER

Dear Temporary Assistance (TA) or Supplemental Nutrition Assistance Program (SNAP) Recipient:

In preparation for the 2013-14 Home Energy Assistance Program (HEAP), we need updated information about your heating situation.

Please answer the questions below and return this form NO LATER THAN JULY 31, 2013, to the address above. If you pay for heat, ENCLOSE A COPY OF YOUR MOST RECENT BILL.

Please call the number listed at the top of this letter if you have any questions.

1. Please provide a daytime phone number or contact _____
2. What is your current heating situation? Please select one from the options below.

My heat is included in my rent.

Do you live in subsidized housing? NO YES

If yes, do you receive a HUD utility allowance? NO YES, How much? _____

Do you pay an electric bill? NO YES, name of company _____

Account Number _____

Is the bill in your name? NO YES, the name on the bill is _____

I live in someone else's household, rent a room, or live in a hotel/motel

I pay for heat directly to a vendor.

Is the bill in your name? NO YES, the name on the bill is _____

What is your main type of heat: natural gas electric
 propane oil
 wood or wood pellets coal
 kerosene
 other, please list _____

Name of your vendor: _____

Vendor's address: _____

Account number: _____

If you heat with oil or kerosene, do you have a written service contract?

NO YES