

**DATE:** August 4, 2015

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA and SNAP Directors, HEAP Coordinators, Staff Development, WMS Coordinators, Accounting Supervisors

**FROM:** Phyllis D. Morris, Deputy Commissioner Center for Employment and Economic Supports.

**SUBJECT:** 2015-2016 Home Energy Assistance Program (HEAP) TA/SNAP Pre-Autopay Vendor Information Reports

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** HEAP Bureau at 1-(800) 343-8859, extension 3-0332

The purpose of this message is to inform local social services districts that a second set of Home Energy Assistance Program (HEAP) pre-autopay reports is scheduled to be sent to the Benefit Issuance Control System (BICS) queue during the week of August 3, 2015. There are three sorts: one by district, one by vendor and one having no vendor data.

The reports file names and descriptions are:

- **UPSHEAP-D** – Report is sorted by district/office/unit/worker.
- **UPSHEAP-V** – Report is sorted by district/vendor/office/unit/worker.
- **UPSHEAP-NVD** – Report is sorted by district/office/unit/worker and will provide SSDs with a list of cases having no vendor data.

Additional information on these reports was provided in the June 8, 2015, GIS 15TA/DC025.

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