

**DATE:** November 12, 2015

**TO:** Subscribers

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

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

**SUBJECT:** 2015-2016 HEAP NYS Office of State Comptroller (OSC) Payment File Transfer Schedule

**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) of the initial production of the 2015-16 Home Energy Assistance Program (HEAP) NYS Office of State Comptroller (OSC) payment file transfer schedule.

### **2015-16 HEAP OSC Payment File Transfer**

The initial 2015-16 HEAP payment file for vendor payments is scheduled for transfer to OSC the weekend of November 15, 2015. This payment file will:

- Contain all HEAP vendor payments greater than \$400, both Autopay payments and payments authorized outside of the Autopay.
- Contain payments to deliverable vendors: oil, kerosene, propane, coal, wood, wood products and furnace payments greater than \$400.

After the initial payment file transfers, payment files will be sent to OSC on a weekly basis.

Effective the weekend of November 29, 2015\* the files will contain:

- All vendor payments regardless of amount.
- Autopay vendor payments of \$400 or less.

\*Due to the large volume of the transfer over the weekend of November 29, 2015, it is expected to take several days to a week to issue all of these payments.

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## HEAP OSC Voucher Production and Review

Production of the Benefit Issuance Control System (BICS) voucher files for 2015-16 HEAP OSC vendor payments has begun; information on HEAP OSC voucher production was provided in the October 5, 2015, Local Commissioners Memorandum 15-LCM17 2015-16 Home Energy Assistance Program (HEAP).

SSDs will have until close of business the Friday before the payment file transfers to review payments and make changes to vouchers.

## Statewide Financial System (SFS) Vendor Data

SSDs must 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. Only payments with active SFS vendor data attached to the SSD vendor ID will be selected for payment.

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