

DATE: November 10, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors, HEAP Coordinators

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: 2016-17 HEAP OSC Payment File Transfer Schedule

EFFECTIVE DATE: Immediately

CONTACT PERSON: HEAP Bureau: 518-473-0332

The purpose of this General Information System (GIS) message is to notify Social Service Districts (SSDs) that the initial 2016-17 HEAP payment file for vendor payments is scheduled for transfer to OSC the weekend of November 13, 2016. This payment file will contain:

- All HEAP vendor payments not equal to \$401
- Autopay and application authorized payments
- Payments to utility, deliverable fuel (Oil, Kerosene, propane, coal, wood, wood products) and Heating Equipment Repair and Replacement (HERR) vendors.

After the initial payment file transfer, payment files will be sent to OSC on a weekly basis. Effective the weekend of November 27, 2016 the file will contain all HEAP vendor payments regardless of amount.

Due to the large volume of the transfers, it is expected to take several days to issue all of these payments.