

**DATE:** January 04, 2019

**TO:** Subscribers

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

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

**SUBJECT:** 'NX' Nominal HEAP Benefits Issued During a Recertification or Undercare Transaction (Upstate Only)

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Policy Questions – SNAP Bureau @ (518) 473-1469  
Systems Questions – Becky Jennings, WMS @ (518) 473-9042

This GIS is to inform social services districts that workers must first verify whether an HX payment has been authorized through the HEAP autopay process before an "NX" nominal payment HEAP benefit is issued for that case. The HEAP autopayment benefit is verified as an HX standing payment line in BICS.

The mass authorization for HEAP occurred September 8, 2018 for TA/SNAP cases and September 15, 2018 for Non-TA SNAP cases. Some cases that have been authorized a HEAP payment as part of the autopay still will require an "NX" payment to maximize the Heating/Cooling Standard Utility Allowance (HCSUA) during the period between the September mass authorization of HEAP payments and the month when the HEAP autopayments are released (usually in mid to late December). Since only SNAP cases that are active are included in the September HEAP autopay, this situation will arise almost solely when processing SNAP (including TA-SNAP) recertification and change transactions.

When a recertification or change transaction is being processed after the HEAP autopay, and the "NX" payment is necessary to maximize the HCSUA, the HEAP autopay authorized "HX" payment line must be voided using a Local Action Code of 9. The voided payment line must be written exactly as the HEAP autopay authorized payment line was posted. If the recipient has been authorized a \$35 HEAP renter's benefit via the HEAP autopay process, the remaining \$14 must be issued by writing an H9 - (HEAP Supplemental Benefit) payment line. If the recipient is only entitled to a \$21 HEAP nominal payment, no additional payment line is required.

Please note that these steps are only required when the recipient qualifies for an "NX" payment to maximize the HCSUA. If the recipient is already receiving the full HCSUA and is not eligible for an "NX" payment, no further action is required. New applicants approved for ongoing SNAP benefits after the HEAP autopay process has run who have received an "NX" payment would need to complete a HEAP application beginning November 13, 2018 to receive the remaining balance of their HEAP payment.

For additional information regarding when an "NX" payment is appropriate, please refer to [GIS 18 TA/DC012](#): \$21 Nominal HEAP Benefit Advance Payment.