

DATE: October 11, 2019

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, HEAP Coordinators, TA, SNAP, Finance and Accounting Directors

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

SUBJECT: 2019-2020 HEAP OSC Voucher Payment

EFFECTIVE DATE: Immediately

CONTACT PERSON: HEAP Bureau: (518) 473-0332

The purpose of this General Information System (GIS) message is to notify social services districts (districts) of the creation and payment of 2019-2020 Home Energy Assistance Program (HEAP) vouchers.

The initial 2019-2020 vouchers for HEAP Office of the State Comptroller (OSC) vendor payments will be available to districts for review, including payments authorized via the Autopay and through the application process, on the dates below.

- Non-Autopay vouchers will be generated on Sunday, October 13, 2019 and will continue each Sunday thereafter.
- Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Autopay vouchers will be created on Sunday, October 20, 2019.

During the voucher review period, there are only two actions that districts may perform on a HEAP OSC voucher that is in OSC "Issued" status: correction of the customer account number and voiding the voucher. Please note that each payment line has a unique voucher number, and districts can void HEAP OSC vouchers using Accounts Menu, Selection 4 – Void a Voucher. Districts must not adjust payment lines to zero on OSC vouchers.

All vouchers for vendor direct payments will remain in Issued status until they are transferred to OSC for payment beginning the weekend of November 10, 2019, after which the status will update to OSC-sent. The initial payment file will contain:

- All HEAP vendor payments not equal to \$401 including 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. The files will contain all HEAP vendor payments regardless of the amount. Due to the large volume of the transfers, it is expected to take several days to issue these payments.

If you have any questions, please contact your district's HEAP Bureau liaison.