

NEW YORK STATE

**DEPARTMENT OF SOCIAL SERVICES**

40 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001

MARY JO BANE  
*Commissioner*



(518) 474-9475

**LOCAL COMMISSIONERS MEMORANDUM**

**NO  
ATTACHMENTS**

**Transmittal No:** 92 LCM-75

**Date:** May 12, 1992

**Division:** Administration

**TO:** Local District Commissioners

**SUBJECT:** HEAP October 1991 - March 1992

**ATTACHMENTS:** HEAP Worksheets (Not available on-line)

This is to advise you that the Department will be evaluating Home Energy Assistance Program (HEAP) advances and claims during the week of May 18-22, 1992 for the purpose of determining HEAP settlements for the period October 1991 - March 1992. These settlements will be processed at the end of May 1992.

The review will entail a comparison of HEAP claims and advances for the period October 1991 - March 1992. If a district has received advances in excess of claims for that period, funds will be recouped on the RF-2 settlement scheduled for the end of May. If the cash balance as of May 22, 1992 is less than the March, 1992 cash balance (amount of overadvance) no recoupment will occur at the end of May.

This procedure is being followed in order that districts which were overadvanced through March 1992 expenditures, but by the submission of April claims have since shown that their advance balance has been reduced (spent), will not be adversely affected from a cashflow standpoint. Conversely, if the district has a cash balance in May, 1992 which is greater than or equal to what it was in March, 1992, then a recoupment is to be taken.