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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 93 LCM-52

Date: May 13, 1993

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: HEAP October 1992 - March 1993

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 17-21, 1993 for the purpose of determining HEAP settlements for the period October, 1992 - March, 1993. These settlements will be processed at the end of May, 1993.

The review will entail a comparison of HEAP claims and advances for the period October, 1992 - March, 1993. 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 21, 1993 is less than the March, 1993 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, 1993 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, 1993 which is greater than or equal to what it was in March, 1993, then a recoupment is to be taken.

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Attached for your convenience is a worksheet showing your district's HEAP advances and claims for the 1992-93 program year. We have highlighted, in yellow marker, your unspent advance balance as of the March, 1993 data and the most current balance to aid you in evaluating your district's situation. This worksheet will be updated during the week of May 24, 1993 to reflect your district's most current situation at that time. PA and NPA HEAP claims for the subject period must be received by the Bureau of Local Financial Operations no later than May 21, 1993 in order to be included in the updated worksheet and thereby minimize recoupment of any overadvances. Districts which have PA/NPA monies recouped and later incur expenditures will be reimbursed through the settlement process.

If you or your staff have any questions regarding this memorandum, please contact Roland Levie - Upstate Region at 1-800-342-4100, ext. 4-7549 or Marvin Gold - Metropolitan Region at (212) 383-1733.

Nelson Weinstock
Deputy Commissioner for
Management Support
and Quality Improvement