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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 96 LCM-90

Date: October 3, 1996

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: Instructions for Claiming Deadlines for the 1995-96
Home Energy Assistance Program (HEAP)

ATTACHMENTS: None

This LCM provides instructions for claiming deadlines for the 1995-96 Home Energy Assistance Program.

All 1995-96 HEAP Program funds, must have been authorized in WMS by October 18, 1996. Administrative expenses may be incurred through November 15, 1996. All program and administrative funds, including manual payments made after October 18, 1996 must be paid by November 29, 1996.

Claims for program and administrative funds that local districts are charging to their 1995-96 HEAP allocation must be reported on the RF-8 by December 31, 1996. Local districts should clearly identify, on a separate supplemental RF-8, any 1995-96 close-out costs incurred during October and November, 1996 that are to be charged to the 1995-96 program. Since these claims are filed through the Automated Claiming System, identify the program year in the comment field. Failure to properly identify the program year will result in the claim being charged to the wrong year.

Any unspent funds from the 1995-96 HEAP year will be recovered through the advance/settlement process. Start-up costs for the 1996-97 HEAP year may be claimed starting October 1, 1996.

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Please note that this is the last time that HEAP claiming deadlines will be issued via an LCM. In the future, notification to local districts regarding HEAP claiming deadlines will be communicated through the Fiscal Reference Manual.

If you have any fiscal questions, please contact the Bureau of Local Financial Operations:

Regions I-IV - Roland Levie at 1-800-343-8859, extension 4-7549 or dial direct at (518) 474-7549; User ID FMS001.

Regions V-IV - Marvin Gold at (212) 383-1733; User ID 0FM270.

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