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Governor

NEW YORK STATE
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Robert Doar
Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	05-LCM-10	
To:	Local District Commissioners	
Issuing Division/Office:	Division of Employment & Transitional Supports	
Date:	August 9, 2005	
Subject:	HEAP Budget Calculator Application (HBC)	
Contact Person(s):	HEAP Regional Team (518) 473-0332	
Attachments:		
Attachment Available On – Line:		

Section 2

I. Purpose

This is to introduce the HEAP Benefit Calculator Application (HBCA). For the 2005-2006 program year HEAP alternate certifiers will have the opportunity to perform a Welfare Reporting and Tracking System (WRTS) inquiry and to calculate, as well as store, an ABEL (Automated Budgeting Eligibility Logic) budget using this browser-based application.

II. Background

Currently, HEAP applications taken “off-site” by the alternate certifiers are processed by hand, on paper, and then batched and physically delivered to LDSS. Given even the best of circumstances, this process is cumbersome and time consuming since LDSS still has to take each case and duplicate the paperwork by inputting the case information to create an ABEL budget on the system. While the HEAP program has been progressing toward becoming more automated for the LDSS, those changes have not been made available to our alternate certifiers. Taking that into consideration, it was agreed that a tremendous amount of time and effort could be alleviated with the creation and introduction of the HEAP Benefit Calculator Application (HBCA).

III. Program Implications

The HBCA is browser-based and allows users to perform WRTS inquiries, calculate a benefit and view previously stored budgets. It is important to emphasize that only these three tasks will be permitted. A simulated input screen has been created to mimic the ABEL budget. When it is created and stored by the worker, it will subsequently create a budget or update the current ABEL budget.

In order for this initiative to be fully effective, each user must have internet access. Each LDSS will be responsible to establish accessibility for their own staff and for alternate certifier staff by setting up LDAP accounts.

Any questions regarding this aspect of the project should be referred to the NYS-OTDA contact person Ms. Laura Ziegler (518) 473-2578.

Alternate Certifier Agreements and Confidentiality

The final clarification involves the issue of confidentiality. Please refer to Administrative Directive 80 ADM 86. The purpose of this directive is to provide the local districts with minimum standards that would be used in the preparation of cooperative agreements and interagency contracts. For our specific requirement regarding confidentiality, please refer to the "REQUIRED ACTION" piece of 80 ADM-86, where it states that the contract must "specify that all information exchanged between agencies is considered confidential and will be used only for the intended purposes. Measures shall be taken to safeguard the confidentiality of such information to the extent required by applicable state, federal laws and regulations". Please note that the LDSS is required to have a written agreement with each alternate certifier, including the local Office for the Aging.

Issued By

Name: _____
Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Division of Employment and Transitional Supports