



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

Andrew M. Cuomo
Governor

Kristin M. Proud
Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	14-LCM-14
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	November 21, 2014
Subject:	2014-15 Home Energy Assistance Program—Administrative Allocations and Program Allocations
Contact Person(s):	OTDA CEES HEAP Bureau Liaison at (518) 473-0332
Attachments:	Attachment 1 - 2014-15 Initial HEAP Administrative Allocations Attachment 2 - 2014-15 Initial HEAP Program Allocations
Attachment Available On – Line:	Yes

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) provides information on the 2014-15 Home Energy Assistance Program (HEAP) initial local district administrative allocations and program allocations for locally issued HEAP payments.

All Social Services Districts (SSD) receive administrative funds to support HEAP's administration. Additionally, SSDs receive program allocations for locally issued payments. This LCM outlines the requirements for use of these funds and provides each SSD with the amounts of the administrative and program allocations.

II. Background

As in 2013-14, each SSD's administrative allocation was based on the number of HEAP Mass Authorization (Autopay) benefits, Regular application benefits, and Emergency benefits processed during the previous year, weighted to reflect the administrative effort required in processing each case type.

Program allocations are based on the number of local payments issued in 2013-14. Local payments include heat included benefits issued directly to recipients, either through Electronic Benefit Transfer (EBT) or through check issuance, and two party check payments issued to vendors participating in HEAP under the Option E provision of the HEAP Vendor Agreement. This provision allows payments to vendors who participate in HEAP only for their customers who have a signed service contract.

III. Program Implications

Administrative Allocations

The initial 2014-15 HEAP district administrative allocation amounts were established based on a federal Continuing Resolution (CR) that provides funding for LIHEAP at the FFY 2014 level. Currently 90% of the State's net CR allocation has been distributed and final appropriations have yet to be determined. If final funding is higher than the CR, the SSDs administrative allocations may be adjusted. SSDs will be notified if this occurs.

Administrative funds are to be used to establish the SSDs local HEAP certification network (including obligations to the alternate certifier(s)) and to meet staffing and operational needs for the 2014-15 program. Acceptable uses of administrative funds include, but are not limited to, staff salaries, staff overtime, temporary staff costs, alternate certifier contract costs, fringe benefits, indirect costs, and equipment purchases to aid in the administration of the program.

As in the past, reimbursement of administrative costs in excess of each SSD's allocation cannot be guaranteed. Only administrative costs incurred on and after October 1, 2014, may be charged against the 2014-15 allocation.

Program Allocations

The attached program allocations reflect the anticipated amount of funds needed for local issuance of 2014-15 HEAP payments. Cash advances will be provided to SSDs on or after the HEAP opening date of November 17, 2014. **SSDs may remove the locks anytime on or after Program opening, but must do so no later than 30 calendar days after receipt of HEAP program allocations for these payments.**

Issued By

Name: Phyllis Morris

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports