



# Office of Temporary and Disability Assistance

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	16-LCM-13
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	August 30, 2016
<b>Subject:</b>	2016-2017 Home Energy Assistance Program (HEAP) – Early Mail Out Process and Administrative Allocations
<b>Contact Person(s):</b>	HEAP Bureau at (518) 473-0332
<b>Attachments:</b>	<a href="#">Attachment 1 – FFY 2016 HEAP Administrative Allocations</a>
<b>Attachment Available Online:</b>	<input type="checkbox"/>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) informs Social Services Districts (SSDs) how administrative funds for processing applications received during the 2016-17 HEAP Early Outreach period will be distributed; and outlines the requirements for allowable uses of HEAP administrative funds.

#### II. Background

In accordance with the 2016-2017 New York State (NYS) HEAP State Plan, NYS will provide early application access to households with a vulnerable member.

The Early Outreach mail out is conducted prior to the regular program opening, which is scheduled for November 14, 2016. The mail out process for SSDs outside of New York City (NYC) is conducted centrally by the Office of Temporary and Disability Assistance (OTDA), and utilizes the Client Notices System (CNS) to mail applications to these targeted households. The process will start on August 22, 2016 and is expected to take six business days to complete.

The mail out to these targeted households in NYC is conducted by the NYC Human Resources Administration (HRA), Management Information Services (MIS).

### III. Program Implications

#### Local District Administrative Allocations

HEAP Early Outreach administrative funds are available to SSDs for the purpose of processing cases during the Early Outreach period. Attachment 1 provides the amount of Early Outreach administrative funds that are available to the districts. Administrative funds designated for this purpose are distributed to districts based on the number of Early Outreach applications mailed out per district in the previous season.

#### Obligation and Claiming Deadlines

HEAP Early Outreach administrative funds are added to the FFY 2015-16 administrative allocation. These funds must be obligated by September 30, 2016 and claimed by December 31, 2016. Unclaimed funds **cannot** be rolled into the FFY 2016-17 administrative allocation.

#### Processing for Applications Received During Early Outreach

Processing cases during the Early Outreach period is mandatory for all SSDs. The early mail out targets those households that have received a HEAP benefit in the preceding year and whose household contains a vulnerable individual (under age 6, age 60 or older, or disabled). SSDs must coordinate efficient and timely completion of Early Outreach activities with their alternate certifiers.

**HEAP benefits cannot be used to resolve emergency situations prior to program opening. Information on eligibility or payment guarantees cannot be provided either to applicants or vendors prior to program opening.**

#### Issued By

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