



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
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## Local Commissioners Memorandum

### Section 1

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| <b>Transmittal:</b>                 | 16-LCM-17                                                                                                                   |
| <b>To:</b>                          | Social Services District Commissioners                                                                                      |
| <b>Issuing Division/Office:</b>     | Employment and Income Support Programs                                                                                      |
| <b>Date:</b>                        | December 23, 2016                                                                                                           |
| <b>Subject:</b>                     | 2016-17 Home Energy Assistance Program Administrative Allocations and Program Allocations                                   |
| <b>Contact Person(s):</b>           | OTDA EISP HEAP Bureau Liaison (518) 473-0332                                                                                |
| <b>Attachments:</b>                 | <a href="#">2016-17 Initial HEAP Administrative Allocations</a><br><a href="#">2016-17 Initial HEAP Program Allocations</a> |
| <b>Attachment Available Online:</b> | <input checked="" type="checkbox"/>                                                                                         |

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) provides information on the 2016-17 Home Energy Assistance Program (HEAP) initial local district administrative allocations and program allocations for locally issued HEAP payments.

All Social Services Districts (SSDs) 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

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 2015-16. 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.

### III. Program Implications

#### Administrative Allocations

The initial 2016-17 HEAP district administrative allocation amounts were established based on a federal Continuing Resolution (CR) enacted on September 30, 2016 that provides funding for LIHEAP.

Administrative funds are to be used to establish the SSD's local HEAP certification network (including obligations to the alternate certifier(s)) and to meet staffing and operational needs for the 2016-17 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, 2016 may be charged against the 2016-17 allocation.

#### Program Allocations

The attached program allocations reflect the anticipated amount of funds needed for local issuance of 2016-17 HEAP payments. Cash advances will be provided to SSDs. **SSDs must remove the locks no later than 30 calendar days after receipt of HEAP program allocations for these payments.**

#### Issued By

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**Title: Assistant Deputy Commissioner**

**Division/Office: Employment & Income Support Programs, NYS Office of Temporary and Disability Assistance**