



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	18-LCM-03
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs / Employment and Income Support Programs
Date:	January 25, 2018
Subject:	2017-18 Home Energy Assistance Program Administrative Allocations and Program Allocations
Contact Person(s):	HEAP Bureau at: (518) 473-0332
Attachments:	Attachment 1 – 2017-18 Initial HEAP Administrative Allocations Attachment 2 – 2017-18 Initial HEAP Program Allocations
Attachment Available Online:	<input checked="" type="checkbox"/>

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) provides information on the 2017-18 Home Energy Assistance Program (HEAP) initial local district administrative allocations and program allocations for locally issued HEAP payments.

All social services districts (districts) receive administrative funds to support HEAP’s administration. Additionally, districts receive program allocations for locally issued payments. This LCM outlines the requirements for use of these funds and provides each district with the amounts of the administrative and program allocations.

II. Background

Each district’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 2016-17. 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 2017-18 HEAP district administrative allocations are found in Attachment 1. These allocation amounts were established based on the Continuing Appropriations Resolution 2018, Public Law 115-56 which the President signed into law on September 8, 2017.

Administrative funds are to be used to establish the district's local HEAP certification network (including obligations to alternate certifiers) and to meet staffing and operational needs for the 2017-18 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 district's allocation cannot be guaranteed. Only administrative costs incurred on and after October 1, 2017 may be charged against the 2017-18 allocation.

Program Allocations

The initial 2017-18 HEAP program allocations are found in Attachment 2. Program allocations reflect the anticipated amount of funds needed for local issuance of 2017-18 HEAP payments. Cash advances will be provided to districts. **Districts must set their HEAP Benefit Issuance and Control System (BICS) locks to "U" (unlocked) no later than 30 calendar days after receipt of HEAP program allocations for EBT and locally issued two party check payments to be made.**

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