



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	18-LCM-07
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs / Employment and Income Support Programs
Date:	April 19, 2018
Subject:	2017-2018 Home Energy Assistance Program (HEAP) Additional Administrative Allocations
Contact Person(s):	HEAP Bureau: (518) 473-0332
Attachments:	Attachment 1: 2017-2018 HEAP Additional Administrative Allocations
Attachment Available Online:	<input type="checkbox"/>

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) is to provide social service districts (districts) with 2017-2018 Home Energy Assistance Program (HEAP) local district administrative allocations.

All districts receive administrative funds to support HEAP operations. This LCM outlines the requirements for use of these funds and provides each district with the administrative allocation amounts by program component.

II. Background

HEAP administrative allocations are based on the number of Mass Authorization (Autopay), Regular, and Emergency benefits authorized in each district during the 2016-2017 program year, weighted to reflect the administrative effort required in processing each benefit type.

Heating Equipment Clean and Tune administrative allocations are based on the number of Clean and Tune benefits processed during the 2016-2017 program year.

Cooling Assistance component administrative allocations are based on the number of Cooling benefits processed during the 2016-2017 program year, and weighted based on the vulnerable population in each district.

III. Program Implications

Districts will receive additional 2017-2018 HEAP administrative allocations to operate the Heating Equipment Repair and Replacement (HERR), Regular and first and second Emergency components, the Heating Equipment Clean and Tune benefit, and the Cooling Assistance component. The current 2017-2018 HEAP district administrative allocations are found in Attachment 1.

Administrative funds are to be used to meet the district's staffing and operational needs for the 2017-2018 HERR, Regular and Emergency components, Heating Equipment Clean and Tune benefit, and the Cooling Assistance component. 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. Administrative costs incurred on and after October 1, 2017 may be charged against the 2017-2018 allocation. These funds must be obligated by September 30, 2018 and claimed by December 31, 2018. Unclaimed funds cannot be rolled into the 2018-2019 administrative allocation.

Additional information regarding the Clean and Tune benefit, and Cooling Assistance component will be released under separate LCMs prior to their respective opening dates.

Issued By

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