



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	18-LCM-16
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs / Employment and Income Support Programs
Date:	August 30, 2018
Subject:	2018-2019 Home Energy Assistance Program (HEAP) Early Mail Out Process and Revised 2017-2018 HEAP Administrative Allocations
Contact Person(s):	HEAP Bureau at: (518) 473-0332
Attachments:	Attachment 1 – 2017-2018 Revised HEAP Administrative Allocations
Attachment Available Online:	<input checked="" type="checkbox"/>

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) informs social services districts (districts) about the 2018-2019 Home Energy Assistance Program (HEAP) Early Outreach mail out process, revisions to the 2017-2018 HEAP administrative allocations, how administrative funds will be distributed, and outlines the requirements for allowable uses of HEAP administrative funds.

II. Background

In accordance with the 2018-2019 HEAP State Plan, New York State will provide early application access to HEAP case type 60 households which received a prior year benefit. The Early Outreach mail out is conducted prior to the Regular component program opening, which is tentatively scheduled for November 13, 2018.

The mail out process for districts outside of New York City is conducted centrally by the Office of Temporary and Disability Assistance (OTDA), and utilizes the Client Notices System (CNS) to mail applications to targeted households. The process began on August 20, 2018. The mail out to targeted households in New York City is conducted by the New York City Department of Social Services/Human Resources Administration (DSS/HRA), Management Information Services (MIS).

III. Program Implications

A. Early Outreach Mail Out

The Early Outreach mail out is conducted prior to the opening of the Regular component of the program opening. The process is intended to manage and alleviate the large volume of

case processing that occurs after program start-up. All districts must participate in the Early Outreach process, and applications should be processed prior to program opening. Notices of Eligibility Decision must not be issued prior to program opening. 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.

The selection criteria for the 2018-2019 program year Early Outreach will include all households which received a 2017-2018 Regular HEAP benefit on a Case Type 60. In anticipation of a larger number of Early Outreach applications for 2018-2019, districts should review their staffing needs, and coordinate these activities with their alternate certifiers.

Return Addresses

Please see the “WMS HEAP 2018-19 Annual Systems Letter” dated August 13, 2018 for information regarding return addresses.

B. 2017-2018 District Administrative Funds

Districts will receive 2017-2018 administrative funds as outlined in Attachment 1.

HEAP Early Outreach administrative funds are available to districts for the purpose of processing cases during the Early Outreach period. HEAP Early Outreach administrative funds are added to the 2017-2018 administrative allocation. Administrative funds designated for Early Outreach are distributed to districts based on the number of anticipated early outreach applications to be mailed.

Districts will also receive additional 2017-2018 administrative allocations due to a second and final release of 2017-2018 LIHEAP funding by the Federal Department of Health and Human Services (HHS) and reallocated 2016-2017 LIHEAP funding available for 2017-2018. Additional district administrative allocations are 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.

The additional district administrative allocations are to be used to establish the district’s local HEAP certification network, staffing and operational needs for the 2017-2018 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.

All administrative funds must be obligated by September 30, 2018 and claimed by December 31, 2018. Unclaimed funds cannot be rolled into the 2018-2019 administration allocation.

Issued By

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