



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

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| Transmittal: | 19-LCM-01 |
| To: | Social Services District Commissioners |
| Issuing Division/Office: | Employment and Income Support Programs |
| Date: | January 18, 2019 |
| Subject: | 2018-2019 Home Energy Assistance Program (HEAP) Administrative Allocations and Program Allocations |
| Contact Person(s): | HEAP Bureau at: (518) 473-0332 |
| Attachments: | Attachment 1 - 2018-2019 HEAP District Administrative Allocations Attachment 2 - 2018-2019 HEAP District Program Allocations |
| Attachment Available Online: | <input checked="" type="checkbox"/> |

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) is to provide social services districts (districts) with the 2018-2019 Home Energy Assistance Program (HEAP) district administrative allocations and program allocations for locally issued HEAP payments.

All districts receive administrative funds to support HEAP operations. Additionally, districts receive program funds for locally issued payments. This LCM outlines the requirements for use of these funds and provides each district with the amounts of their total administrative and program allocations for the 2018-2019 program year. Subsequent allocations will not be provided to districts for the 2018-2019 program year, unless additional funds are received from the United States Department of Health and Human Services (HHS).

II. Background

District administrative allocations are to be used to establish each district's local HEAP certification network, including obligations to alternate certifiers, and to meet staffing and operational needs for the 2018-2019 Regular, Emergency, Cooling Assistance (CAC), Clean and Tune (C&T), and Heating Equipment Repair and Replacement (HERR) components. Additionally, these district administrative allocations are available to districts for the purpose of processing cases during the 2019-2020 Early Outreach period.

Administrative allocation amounts for Regular, Emergency, CAC, C&T, HERR, and Early Outreach were calculated for each component separately and then totaled to provide one administrative allocation to each district. The administrative allocations calculation methodologies are as follows:

- **Regular and Emergency**

This allocation is based on the number of HEAP Mass Authorization (Autopay) benefits, Regular application benefits, and Emergency benefits processed in each district during the 2017-2018 program year, weighted to reflect the administrative effort required in processing each case type.

- **CAC, C&T, and HERR**

These allocations are based on the number of benefits processed during the 2017-2018 program year.

- **Early Outreach**

This allocation is based on the number of early outreach applications mailed for the 2017-2018 program year.

Program allocations are to be used by districts to make payments for locally issued HEAP payments, including heat-included benefits issued directly to recipients through Electronic Benefit Transfer (EBT) or through check issuance, and two-party check payments to vendors participating in HEAP under the Option E provision of the [HEAP Vendor Agreement](#).

Program allocation amounts are based on each district's number of locally issued HEAP payments in 2018-2019.

III. Program Implications

A. Administrative Allocations

Acceptable uses of administrative funds include, but are not limited to: staff salaries and overtime (including fringe benefits and indirect costs), temporary staff costs, alternate certifier contract costs, and equipment purchases to aid in the administration of HEAP.

Only administrative costs incurred on and after October 1, 2018 may be charged against the 2018-2019 allocations. All administrative funds must be obligated by September 30, 2019 and claimed by December 31, 2019. Unclaimed funds cannot be rolled into the 2019-2020 administration allocations.

The 2018-2019 HEAP district administrative allocations are found in Attachment 1.

B. Program Allocations

Program allocations reflect the anticipated amount of funds needed for local issuance of 2018-2019 HEAP payments to districts outside New York City. 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 in order for EBT and locally issued two party check payments to be made. Districts must verify receipt of these HEAP program allocations prior to setting the locks to "U".**

The 2018-2019 HEAP district program allocations are found in Attachment 2.

Issued By

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