



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

MICHAEL P. HEIN  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	20-LCM-02
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	January 21, 2020
<b>Subject:</b>	2019-2020 Home Energy Assistance Program (HEAP) Administrative Allocations and Program Allocations
<b>Contact Person(s):</b>	HEAP Bureau at (518) 473-0332 <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 – 2019-2020 HEAP District Administrative Allocations</a> <a href="#">Attachment 2 – 2019-2020 HEAP District Program Allocations</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) provides social services districts (districts) with the 2019-2020 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 2019-2020 program year. Subsequent allocations will not be provided to districts for the 2019-2020 program year, unless additional funds are received from the United States Department of Health and Human Services (HHS).

Under the federal Continuing Appropriations Act, 2020, and Health Extenders Act of 2019, (Public Law 116-59), New York State received 90% of their anticipated Federal Fiscal Year (FFY) 2020 Low Income Home Energy Assistance Program (LIHEAP) grant award. The total administrative allocations reflected herein have been calculated with the assumption that the full grant will be received but are dependent on availability of federal funding. Each district's administrative ceiling will be set at the 90% funding level and will be increased if/when the FFY 2020 LIHEAP balance is received.

#### 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 2019-2020 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 2020-2021 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 allocation 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 2018-2019 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 2018-2019 program year.
- **Early Outreach**  
This allocation is based on the number of early outreach applications mailed for the 2018-2019 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, 2019 may be charged against the 2019-2020 allocations. All administrative funds must be obligated by September 30, 2020 and claimed by December 31, 2020. Unclaimed funds cannot be rolled into the 2020-2021 administrative allocations.

The 2019-2020 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 2019-2020 HEAP payments to districts outside New York City. Cash advances will be provided to districts to support such payments. **Districts must set their HEAP Benefit Issuance and Control System (BICS) locks to "U" (unlocked) no later than 30 calendar days after receipt of the 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 2019-2020 HEAP district program allocations are found in Attachment 2.

**Issued By**

**Name:** Jeffrey Gaskell  
**Title:** Deputy Commissioner  
**Division/Office:** Employment and Income Support Programs/Office of Temporary and Disability Assistance