

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

**December 3, 2012**

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**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Local District Commissioners, TA and SNAP Directors, HEAP Coordinators and Accounting Supervisors

**FROM:** Phyllis D. Morris, Acting Deputy Commissioner

**SUBJECT:** 2012-13 Home Energy Assistance Program (HEAP) Payment Information

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** HEAP Bureau at (518) 473-0332 with any program questions. Finance staff should contact:

Ed Conway (Regions 1 – 5)  
1-800-343-8859, ext 4-7549  
[Edward.Conway@otda.ny.gov](mailto:Edward.Conway@otda.ny.gov)

Michael Simon (Region 6)  
212-961-8250  
[Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

This is to inform you that cash advances for locally issued two party checks and EBT payments for the 2012-2013 Home Energy Assistance Program (HEAP) have been provided to each district, outside of NYC. The attached chart provides each district's cash advance amount.

If your district has not already issued payments, please set your BICS lock to "off" to generate EBT cash benefits and to produce two party checks. CNS notices for these recipients will be generated once the locks are set to "off".

This is also a reminder that OSC voucher files generated through the autopay process will be sent to OSC beginning on December 3, 2012. Due to the size of this file, the voucher files will be sent to OSC over several days and vendor payments will also occur over several days. CNS notice production for these recipients will also be initiated when the voucher file is sent to OSC. Again, due to the volume of this initial notice run, notices will be produced over several days.

Vendor payments and notice production will occur on the normal weekly schedule beginning on December 9, 2012.

**2012-13 INITIAL HEAP PROGRAM  
ALLOCATIONS**

<b>County</b>	<b>Cash Advances for Local Payments</b>
Albany	\$84,472
Allegany	\$5,927
Broome	\$81,374
Cattaraugus	\$11,292
Cayuga	\$11,750
Chautauqua	\$39,422
Chemung	\$32,705
Chenango	\$7,722
Clinton	\$9,279
Columbia	\$7,938
Cortland	\$16,186
Delaware	\$7,456
Dutchess	\$88,801
Erie	\$261,045
Essex	\$2,396
Franklin	\$5,248
Fulton	\$8,360
Genesee	\$13,382
Greene	\$16,811
Hamilton	\$331
Herkimer	\$17,151
Jefferson	\$15,378
Lewis	\$1,698
Livingston	\$7,912
Madison	\$9,164
Monroe	\$319,533
Montgomery	\$4,332
Nassau	\$331,799
Niagara	\$66,249
Oneida	\$67,938
Onondaga	\$165,178
Ontario	\$24,495
Orange	\$161,964
Orleans	\$2,858
Oswego	\$13,044
Otsego	\$8,264
Putnam	\$3,340
Rensselaer	\$29,752
Rockland	\$108,344
St. Lawrence	\$17,572
Saratoga	\$18,200
Schenectady	\$37,434
Schoharie	\$4,322
Schuyler	\$1,158
Seneca	\$5,015
Steuben	\$7,841
Suffolk	\$329,438
Sullivan	\$27,965
Tioga	\$7,606
Tompkins	\$15,282
Ulster	\$69,599
Warren	\$13,371
Washington	\$5,848
Wayne	\$12,401
Westchester	\$439,231
Wyoming	\$4,271
Yates	\$2,696
<b>Upstate Total</b>	<b>\$3,089,540</b>
NYC	\$0
<b>TOTAL STATE</b>	<b>\$3,089,540</b>