

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

December 31, 2012

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**TO:** Subscribers**SUGGESTED DISTRIBUTION:** Local District Commissioners, TA and SNAP Directors, HEAP Coordinators, Accounting Supervisors**FROM:** Phyllis D. Morris, Acting Deputy Commissioner  
Center for Employment and Economic Supports**SUBJECT:** HEAP Initial and Ongoing Daily Mass Authorization Process**EFFECTIVE DATE:** Immediately**CONTACT PERSON:** HEAP Bureau at (518) 473-0332

A second HEAP mass authorization process for eligible TA and SNAP recipients outside of NYC occurred on December 29, 2012. The daily autopay process will begin on December 31<sup>st</sup> and will continue until March 15, 2013, or until funding is exhausted, whichever occurs first. A "Dear WMS Coordinator" letter which outlines the process was issued on December 28, 2012.

Benefits issued to vendors will be paid through the normal OSC voucher payment processing system. OSC voucher reports will be produced for these payments on a weekly basis and are subject to your district's one or two week review period. Vouchers should be reviewed for duplicate and incorrect payments and voided if necessary.

Benefits issued directly to recipients will be paid via the EBT process. Districts can control these payments through the **NPA regular benefit** BICS locks. On December 28, 2012, OTDA set **all** local district HEAP locks to "on." Local districts must turn the locks to "off" to release local payments and notices. We recommend that a review of the benefits authorized by this new mass authorization process be conducted before the NPA regular benefit locks are turned to "off" and payments are issued directly to recipients.

Since "prior year" locks, as well as the PA and SNAP locks controlling the initial autopay benefit payments were also set to "on", local districts may adjust these locks to "off" at any point.

OTDA will review each district's regular benefit local payment obligations and will provide additional cash advances as necessary. Districts may opt to make locally issued payments and claim for reimbursement or may hold payments until the cash advance is received.

Districts will be provided a daily report of benefits authorized via this ongoing mass authorization process. The initial report will include payments authorized via the second autopay plus the first daily autopay. The initial report will be transmitted on January 2, 2013 and on a daily basis thereafter. Reports will be transmitted via the BICS queue and the file name is WMSC0650.