

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

May 24, 2013

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TO: Subscribers**SUGGESTED DISTRIBUTION:** Commissioners, TA and SNAP Directors, HEAP Coordinators**FROM:** Phyllis D. Morris, Deputy Commissioner
Center for Employment and Economic Supports**SUBJECT:** Home Energy Assistance Program (HEAP) Benefit Pending Reports**EFFECTIVE DATE:** Immediately**CONTACT PERSON:** HEAP Bureau at 1-(800) 343-8859, ex. 3-0332

The purpose of this GIS message is to inform local social services districts (SSDs) that as of Friday, May 24, 2013, the 2012-13 HEAP Pending Reports will end. E-Reports will stop sending email reminders and no further submissions will be necessary for the 2012-13 program year. Pending Reports for the 2013-14 program year will begin on Friday, September 13, 2013.

If an SSD has not completed processing all regular and emergency benefit applications in the Welfare Management System, continue to submit a weekly report by email to Emily Maher Cmaylo at Emily.MaherCmaylo@otda.ny.gov or by fax to (518) 474-9347 until all of your cases have been processed.

If an SSD has any changes in their designee, please provide the HEAP Bureau with the following information for the person or persons that you would like to have access to E-Reports: (a) name, (b) user ID, (c) email address, (d) phone number, and (e) fax number. Your information can be e-mailed to Emily Maher Cmaylo at Emily.MaherCmaylo@otda.ny.gov. If you have questions, please call your HEAP Bureau liaison at (518) 473-0332.