

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

**December 5, 2013**

Page: 1

**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) Payment Information

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** HEAP Bureau at 1-(800) 343-8859, ex. 3-0332

This is to inform you that cash advances for locally issued two party checks and Electronic Benefit Transfer (EBT) payments for the 2013-2014 Home Energy Assistance Program (HEAP) have been provided to each district, outside of New York City. The attached chart provides each district's cash advance amount.

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

This is also a reminder that the Office of the State Comptroller (OSC) voucher files generated through the auto pay process were sent to OSC beginning on December 1, 2013. 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 8, 2013.

Attachment

**2013-14 INITIAL ADVANCES FOR  
LOCAL PAYMENTS**

<b>County</b>	<b>Cash Advances for Local Payments</b>
ALBANY	\$105,369
ALLEGANY	\$7,084
BROOME	\$95,282
CATTARAUGUS	\$14,565
CAYUGA	\$13,541
CHAUTAUQUA	\$42,336
CHEMUNG	\$36,848
CHENANGO	\$7,878
CLINTON	\$9,425
COLUMBIA	\$11,632
CORTLAND	\$19,318
DELAWARE	\$9,371
DUTCHESS	\$110,687
ERIE	\$334,920
ESSEX	\$3,289
FRANKLIN	\$7,818
FULTON	\$9,744
GENESEE	\$16,411
GREENE	\$21,863
HAMILTON	\$128
HERKIMER	\$20,197
JEFFERSON	\$18,086
LEWIS	\$2,271
LIVINGSTON	\$8,143
MADISON	\$11,624
MONROE	\$420,457
MONTGOMERY	\$4,755
NASSAU	\$416,010
NIAGARA	\$85,878
ONEIDA	\$77,961
ONONDAGA	\$179,262
ONTARIO	\$25,272
ORANGE	\$163,499
ORLEANS	\$3,305
OSWEGO	\$20,406
OTSEGO	\$10,843
PUTNAM	\$5,020
RENSSELAER	\$36,568
ROCKLAND	\$124,023
ST. LAWRENCE	\$21,713
SARATOGA	\$23,089
SCHENECTADY	\$52,164
SCHOHARIE	\$4,267
SCHUYLER	\$1,911
SENECA	\$7,509
STEUBEN	\$10,325
SUFFOLK	\$350,069
SULLIVAN	\$37,101
TIOGA	\$8,887
TOMPKINS	\$17,624
ULSTER	\$89,752
WARREN	\$13,667
WASHINGTON	\$7,297
WAYNE	\$13,699
WESTCHESTER	\$524,001
WYOMING	\$4,928
YATES	\$3,494
<b>Upstate Total</b>	<b>\$3,702,586</b>
NYC	\$0
<b>TOTAL STATE</b>	<b>\$3,702,586</b>