

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

August 1, 2014

Page: 1

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors, HEAP Coordinators,
Staff Development, WMS Coordinators, Accounting Supervisors

FROM: Phyllis Morris, Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: 2014-15 Home Energy Assistance Program TA/SNAP Pre-Autopay Vendor Information Reports

EFFECTIVE DATE: Immediately

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

The purpose of this message is to inform local social services districts that a second set of Home Energy Assistance Program (HEAP) pre-autopay reports is scheduled to be sent to the Benefit Issuance Control System (BICS) queue during the week of August 4, 2014. There are three sorts: one by district, one by vendor and one having no vendor data.

The reports file names and descriptions are:

- **UPSHEAP-D** – Report is sorted by district/office/unit/worker.
- **UPSHEAP-V** – Report is sorted by district/vendor/office/unit/worker.
- **UPSHEAP-NVD** – Report is sorted by district/office/unit/worker and will provide SSDs with a list of cases having no vendor data.

Additional information on these reports was provided in the June 11, 2014, GIS 14TA/DC020.

Please contact your HEAP Bureau liaison at (518) 473-0332 with any questions.