

DATE: September 25, 2015

TO: Subscribers

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

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

SUBJECT: Statewide Financial System (SFS) Blackout Period affecting Home Energy Assistance Program (HEAP) vendor payments

EFFECTIVE DATE: Immediately

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

The purpose of this GIS message is to inform Social Services Districts (SSDs) that the Statewide Financial System (SFS) will be unavailable starting at 3:00 p.m. on Tuesday, September 29, 2015. This is due to planned enhancements and upgrades to SFS.

The SFS blackout period impacts HEAP vendor payments issued through SFS. Payments to HEAP vendors through SFS will be pended during the blackout period, and will resume when the SFS becomes available. SFS is targeted to reopen on Wednesday October 14, 2015.

During the blackout period, HEAP voucher processing in BICS will continue as usual and HEAP payment file transfers will resume when SFS becomes available.

The following HEAP payments files will be created, but there will be NO HEAP payment file transfers to SFS until it becomes available:

- September 27, 2015
- October 4, 2015
- October 11, 2015

Temporary Assistance energy payments, New York City HEAP payments, and locally issued HEAP payments (client direct and two party checks) **WILL NOT** be impacted.

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