

DATE: March 29, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors,
HEAP Coordinators

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

SUBJECT: Approval of A6902B/S5283A – Requirement of State Agencies to Pay Small
Businesses Within 15 Days of Receipt of an Invoice

EFFECTIVE DATE: June 18, 2016

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

The purpose of this GIS is to inform local Social Services Districts (SSDs) that Assembly Bill A6902B/Senate Bill S5283A has become law, which amends State Finance Law §179-f by revising subdivisions 179-f (2) and (3) and adding a new subdivision 6. These amendments to the State Finance Law require state agencies to pay small businesses within 15 calendar days, excluding legal holidays, of receipt of an invoice for payment. These changes will go into effect on June 18, 2016, and apply only to invoices received after this date.

As a result of this amendment, HEAP vendor payments for Heating Equipment Repair and Replacement (HERR), and the Cooling Assistance Component (CAC) must be paid within 15 calendar days, excluding legal holidays, of receipt of an invoice from a small business. Be sure all HEAP invoices are date stamped when they are received.

Subdivision 179-f(6) of the State Finance Law defines “small business” as “a business whose primary place of business is in New York State, has a significant business presence in the State, is independently owned and operated, not dominant in its field, and employs no more than 300 employees.”

In order to comply with the amendments to §179-f of the State Finance Law, it is strongly advised that SSDs who currently use a 13 day (two-week) HEAP Office of the State Comptroller (OSC) voucher review period consider changing to a 6 day (one-week) review period. SSDs have the option to choose a 6 or 13 day review period prior to the beginning of each HEAP season. SSDs may also choose to select affected HERR and CAC vouchers for processing during the first week of a two-week review period. A full description of the Early Selection process is available in the Indirect Payment Processing Sub-System (IPPS) Manual, which can be accessed at: http://otda.state.nyenet/bfdm/finance/docs/IPPS_Manual.pdf.

If you have questions related to the OSC voucher review period, please contact your Finance Department liaison. For all other questions, please contact the HEAP Bureau.