

**DATE:** June 13, 2016

**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:** 2016-2017 Home Energy Assistance Program (HEAP) 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 GIS message is to inform Social Services Districts (SSDs) that in preparation for the 2016-17 HEAP Autopay, OTDA will provide a list of potentially eligible Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) recipients so that the Welfare Management System (WMS) vendor information can be reviewed and updated. These reports will be produced for the 2016-17 HEAP program year in June and August.

## **REPORTS**

SSDs will receive three reports ***UPSHEAP-D***, ***UPSHEAP-V***, and ***UPSHEAP-NVD***, which are scheduled to be sent to the Benefits Issuance Control System (BICS) queue no later than the week of June 27, 2016. A BICS schedule for August will be provided in a separate GIS. The first two reports will contain cases where there is BICS vendor data available.

The reports provide the following information:

- District
- Office/unit/worker
- Case name
- Case number
- Fuel type
- Vendor ID
- Customer account number
- TA and or SNAP Auth To Date
- Identification of CO-OP cases

**UPSHEAP-D** will be sorted by district/office/unit/worker.

**UPSHEAP-V** will be sorted by district/vendor/office/unit/worker

**UPSHEAP-NVD** will be sorted by district/office/unit/worker and will be provided to SSDs with a list of cases having no vendor data.

Please contact your BICS operator in order to access and print these reports.

These reports identify those TA and SNAP recipients that meet the criteria to be included in the Autopay. The reports provide current vendor information and identify those cases missing vendor ID/account numbers. The May 2016 ABEL flat file will be used to generate these lists.

Districts are to use these reports to:

- Obtain and verify current Vendor IDs and Customer Account Numbers and make any needed corrections. Districts must send the appropriate sections of the **UPSHEAP-V** report to vendors to assist in verification of account numbers.
- Verify that their vendors have Statewide Financial System (SFS) data in the BICS system and are active on the HEAP participating vendor list and are properly linked to an active SFS vendor ID.
- Review potentially eligible cases in the reports to determine if the TA or SNAP budget correctly reflects HEAP status, i.e. correct shelter, fuel types and Standard Utility Allowance (SUA) indicator(s).

### **TA/SNAP PRE-AUTOPAY REQUEST FOR VENDOR INFORMATION**

The attached **TA/SNAP PRE-AUTOPAY REQUEST FOR VENDOR INFORMATION** outreach tool may be reproduced locally and mailed out to recipients based on the Pre-Autopay Report. Districts may revise the return date to accommodate local processes.

### **ENTRY OF INFORMATION**

Vendor ID and Account data should be entered in the HVnd/Acct fields (“Occurrence 1”) on WMS screen 06 prior to the Mass Authorization. Active cases not in Pending status at the time of the run will be evaluated in the Autopay. The Autopay is scheduled for September 10, 2016, (TA cases) and September 17, 2016, (SNAP cases).

### **SFS VENDOR DATA**

SSDs must print and review the SFS Vendor Processing Report (print file: SFSVENREPORT) and update SFS vendor data in BICS, if necessary. Use selection 05, Vendor Operations, from the LDMIP Menu to access BICS vendor data.

### **PARTICIPATING VENDOR LISTING**

SSDs must review the vendors listed in the reports against the HEAP Participating Vendor Listing on Centraport to verify the vendor's participation status and the presence of a local vendor ID. If a vendor either is not on the HEAP Participating Vendor List or does not have local vendor ID listed, SSDs should provide that information to their HEAP Bureau liaison for updating.

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

**2016-17 HOME ENERGY ASSISTANCE PROGRAM  
TA/SNAP PREAUTOPAY REQUEST FOR VENDOR INFORMATION**

INSERT MAIL OUT DATE

INSERT LOCAL DISTRICT NAME, ADDRESS AND PHONE NUMBER

INSERT RECIPIENT NAME, ADDRESS AND CASE NUMBER

Dear Temporary Assistance (TA) or Supplemental Nutrition Assistance Program (SNAP) Recipient:

In preparation for the 2016-17 Home Energy Assistance Program (HEAP), we need updated information about your heating situation.

**Please call the number listed at the top of this letter if you have any questions.**

**Please answer the questions below and return this form NO LATER THAN JULY 31, 2016, to the address above. If you pay for heat, ENCLOSE A COPY OF YOUR MOST RECENT BILL.**

Daytime phone number \_\_\_\_\_ Best time to be contacted \_\_\_\_\_

**What is your current heating situation? Please select one of the three options listed below.**

**1. My heat is included in my rent.**

Do you live in subsidized housing?  YES  NO

If yes, do you receive a HUD utility allowance?  YES  NO If yes, how much? \_\_\_\_\_

Do you pay an electric bill?  YES  NO If yes, enter the company name and your account number below.

Company Name \_\_\_\_\_

Account Number \_\_\_\_\_

Is the bill in your name?  YES  NO If no, enter the name on the bill \_\_\_\_\_

**2. I live in someone else's household, rent a room, or live in a hotel/motel**

**3. I pay for heat directly to a vendor.**

Is the bill in your name?  YES  NO If no, enter the name on the bill \_\_\_\_\_

What is your main type of heat and list your vendors name and address, and your account number:

Natural Gas  Electric  Propane  Oil  Kerosene  Coal  Wood or Wood Pellets  
 Other

If other, please list fuel type \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Account Number \_\_\_\_\_

If you heat with oil or kerosene, do you have a written service contract?  YES  NO