NEW YORK STATE OF OPPORTUNITY. | **Office of Temporary and Disability Assistance**

DATE: June 6, 2017

TO: Subscribers

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

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: 2017-2018 Home Energy Assistance Program (HEAP) TA/SNAP Pre-Autopay Vendor Information Reports

EFFECTIVE DATE: Immediately

CONTACT PERSON: HEAP Bureau at: (518) 473-0332

The purpose of this GIS message is to inform social services districts (districts) that in preparation for the 2017-18 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 2017-18 HEAP program year in June and August.

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 2017 ABEL flat file will be used to generate these lists.

REPORTS

Each of the two sets of reports will include three reports: **UPSHEAP-D**, **UPSHEAP-V**, and **UPSHEAP-NVD**. The first set is scheduled to be sent to the Benefits Issuance Control System (BICS) queue no later than the week of June 5, 2017. The second set of reports will be sent no later than the week of August 7, 2017.

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

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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 districts with a list of cases having no vendor data.

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

Districts must 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 9, 2017, (TA cases) and September 16, 2017, (SNAP cases).

Note: For recordkeeping purposes, and to facilitate the use of the correct billing procedures, many utilities assign new account numbers to TA recipient households on direct voucher or utility guarantee. It is recommended that districts look specifically at these accounts to ensure that the correct account number is being used.

SFS VENDOR DATA

Districts 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.

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PARTICIPATING VENDOR LISTING

Districts 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, districts should provide that information to their HEAP Bureau liaison for updating.

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