

**DATE:** November 13, 2017

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, HEAP Coordinators, TA, SNAP, Finance and Accounting Directors

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

**SUBJECT:** 2017-18 HEAP OSC Voucher Creation and Payment

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** HEAP Bureau, (518) 473-0332

The purpose of this General Information System (GIS) message is to notify social services districts (districts) of the production and payment of 2017-18 Home Energy Assistance Program (HEAP) vouchers.

The 2017-18 HEAP Office of State Comptroller (OSC) vouchers for Autopay and Early Outreach applications are available to districts for review. During the review period, there are only two actions that districts may perform on a HEAP OSC voucher that is in OSC-Issued status: correction of the customer account number and voiding the voucher. Please note that each payment line has a unique voucher number, and districts are able to void HEAP OSC vouchers using Accounts Menu, Selection 4 – Void a Voucher. Districts must not adjust payment lines to zero on OSC vouchers.

Vouchers for vendor direct payments will remain in issued status until they are transferred to OSC for payment, beginning the weekend of November 12, 2017. The initial payment file on this date will contain Autopay, Early Outreach, and Heating Equipment Repair and Replacement (HERR) vendor payments not equal to \$401.

After the initial payment file transfer, payment files will be sent to OSC on a weekly basis beginning the weekend of November 19, 2017. The files will contain all HEAP vendor payments regardless of the amount. Due to the large volume of the transfers, it is expected to take several days to issue these payments.

Any questions, please contact your district's HEAP Bureau liaison.