

DATE: August 7, 2018

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: 2018-2019 Home Energy Assistance Program (HEAP) TA/SNAP Pre-Autopay Vendor Information Report

EFFECTIVE DATE: Immediately

CONTACT PERSON: HEAP Bureau at: (518) 473-0332 or email at:
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The purpose of this GIS message is to remind social services districts (districts) that in preparation for the 2018-2019 HEAP Autopay, OTDA will provide a **second** report listing potentially eligible Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) recipients so Welfare Management System (WMS) vendor information can be reviewed and updated. This second report will be produced for the 2018-2019 HEAP program year no later than **August 10, 2018**.

This report identifies those TA and SNAP recipients that meet the criteria to be included in the Autopay. The report provides current vendor information and identifies those cases missing vendor ID and/or account numbers. An Automated Budgeting and Eligibility Logic (ABEL) flat file from July 2018 will be used to generate these lists.

Please contact your Benefits Issuance Control System (BICS) operator to access and print this report.

Districts must use this report to:

- Obtain and verify current Vendor IDs and Customer Account Numbers, and make any needed corrections.
- Verify that the vendors listed have Statewide Financial System (SFS) data in the BICS system, are active on the HEAP participating vendor list in their district, and are properly linked to an active SFS vendor ID.
- Review potentially eligible cases in the report 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).

For further information, please reference the GIS Message dated 06/06/18 – 18/TA/DC019-2018-2019 Home Energy Assistance Program (HEAP) TA/SNAP Pre-Autopay Vendor Information Report (UPSTATE ONLY) <http://otda.ny.gov/policy/gis/2018/18DC019.pdf>

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