

DATE: October 10, 2018

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: 2018-2019 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 2018-2019 Home Energy Assistance Program (HEAP) vouchers.

The initial 2018-2019 vouchers for HEAP Office of the State Comptroller (OSC) vendor payments will be available to districts for review, including payments authorized via the Autopay and through the application process, on the dates below.

- Non-Autopay vouchers will be available to districts commencing on Monday, October 8, 2018 and will continue each Monday thereafter
- Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Autopay vouchers will be available to districts commencing on Monday, October 15, 2018

During the voucher 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 can void HEAP OSC vouchers using Accounts Menu, Selection 4 – Void a Voucher. Districts must not adjust payment lines to zero on OSC vouchers.

All vouchers for vendor direct payments will remain in Issued status until they are transferred to OSC for payment.

After the initial payment file transfer, payment files will be sent to OSC on a weekly basis. 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.

If you have any questions, please contact your district's HEAP Bureau liaison.