

**DATE:** October 31, 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 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 payment of 2018-2019 Home Energy Assistance Program (HEAP) vouchers. This is a follow up to GIS 18 TA/DC037 which informed districts of the HEAP voucher production schedule.

Vouchers for vendor direct payments will remain in OSC-issued status until they are transferred to NYS Office of State Comptroller (OSC) for payment beginning the weekend of November 11, 2018 after which the status will update to OSC-sent. The initial payment file will contain:

- All HEAP vendor payments not equal to \$401 including Autopay and application authorized payments
- Payments to utility, deliverable fuel (oil, kerosene, propane, coal, wood, wood products), and Heating Equipment Repair and Replacement (HERR) vendors

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.