

**DATE:** March 28, 2019

**TO:** Subscribers

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

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

**SUBJECT:** HEAP BICS Locks

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** HEAP Bureau at: 518-473-0332

Pursuant to the “Dear WMS and BICS Coordinators” letter issued March 8, 2019, the Home Energy Assistance Program (HEAP) Benefit Issuance and Control System (BICS) locks were set to “L” (locked) effective on the close of business March 8, 2019 in anticipation of the second HEAP Autopay.

Program allocations were issued to social services districts (districts) outside of New York City in January 2019 with the release of [19-LCM-01](#). These program allocations were in the amount of the total anticipated funds needed for local issuance of 2018-2019 HEAP payments, including those for the second HEAP Autopay. **In order for the associated Electronic Benefit Transfer (EBT) and locally issued two-party check payments to be issued, districts must set their HEAP BICS locks to “U” (unlocked) no later than 30 calendar days from the release of this General Information System (GIS).**

Advanced \$21 HEAP Nominal payments and vendor payments issued by The Office of the State Comptroller (OSC) are not controlled by the HEAP BICS locks.