

DATE: August 06, 2019

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors, HEAP
Coordinators, WMS Coordinators, Accounting Supervisors

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

SUBJECT: 2019-2020 Home Energy Assistance Program (HEAP) TA/SNAP Pre-Autopay
Vendor Information Report

EFFECTIVE DATE: Immediately

CONTACT PERSON: HEAP Bureau at: (518) 473-0332 or e-mail at:
NYSHEAP@otda.ny.gov

The purpose of this GIS message is to remind social services districts (districts) that in preparation for the 2019-2020 Home Energy Assistance Program (HEAP) Autopay, OTDA will provide a **second** set of reports 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. The second set of reports will be produced for the 2019-2020 HEAP program year no later than the week of **August 5, 2019**.

The reports provide current vendor information and identify those cases missing vendor ID and/or account numbers. An Automated Budgeting and Eligibility Logic (ABEL) flat file from July 2019 will be used to generate these lists.

Districts must use reports 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 properly linked and are active on the HEAP participating vendor list in their district.
- 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).

The reports will be available in the **Benefit Issuance Control System (BICS)** and **Production Hosting Reports & Enterprise Document (PHRED)**. For further information on how to access these reports please reference the GIS Message dated 06/07/19 – [GIS 19 TA/WMS006 Home Energy Assistance Program \(HEAP\) TA/SNAP Pre-Autopay Vendor Information Report \(UPSTATE ONLY\)](#)

<http://otda.state.nyenet/dta/resources/gis/19WMS006.pdf>

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