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General Information System (GIS) Message

Section 1

Transmittal:	20 TA/DC058 Upstate Only
Date:	June 8, 2020
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:	2020-2021 Home Energy Assistance Program (HEAP) Pre-Autopay Vendor Information Report
Effective Date:	Immediately
Contact Information:	HEAP Bureau at: (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1 – 2020-2021 HEAP Pre-Autopay Request for Vendor Information

Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that in preparation for the 2020-2021 Home Energy Assistance Program (HEAP) Autopay, the Office of Temporary and Disability Assistance (OTDA) will provide reports listing potentially eligible Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) recipients so that the Welfare Management System (WMS) vendor information can be reviewed and updated. These reports will be produced for the 2020-2021 HEAP program year in June and August.

These reports identify those TA and SNAP recipients that meet the criteria to be included in the Autopay at the time of file creation. The reports provide current vendor information and identify those cases missing vendor ID/account numbers. The May 2020 Automated Budgeting and Eligibility Logic (ABEL) flat file will be used to generate these lists.

REPORTS

The June and August 2020 reports will each include three sub reports. The first set of reports is scheduled to be sent to the Benefits Issuance Control System (BICS) queue no later than the week of June 7, 2020. The second set of reports will be sent no later than the week of August 2, 2020. The BICS file names are **UPSHEAP-D**, **UPSHEAP-V**, and **UPSHEAP-NVD**. Please contact your BICS operator to access and print these reports.

UPSHEAP-D will be sorted by district/office/unit/worker.
UPSHEAP-V will be sorted by district/vendor/office/unit/worker.
UPSHEAP-NVD will be sorted by district/office/unit/worker and will be provided to districts with a list of cases having no vendor data.

Versions of these three reports may also be viewed in the **Production Hosting Reports & Enterprise Document (PHRED)** application. Please contact your LAN administrator to access and view these reports in PHRED. The Contact Us link in PHRED may be utilized for any questions related to the reports. The PHRED Report ID/Report Names are as follows:

- **WRTS UPS-HEAP-BY- DISTRICT / UPS HEAP Cases By District**

- **WRTS UPS-HEAP-BY-VENDOR / UPS HEAP Cases By Vendor**

- **WRTS UPS-HEAP-NO-VENDOR / UPS HEAP No Vendor**

The three reports in BICS and PHRED provide the following information:

- District
- Office/unit/worker
- Case name
- Case number
- Fuel type
- Vendor ID
- Customer account number
- TA and/or SNAP Auth To Date
- Identification of CO-OP cases

Districts must use these reports to:

- Obtain and verify current vendor IDs and customer account numbers and make any needed corrections. Districts <u>must</u> send the appropriate sections of the ***UPSHEAP-V/WRTS UPS-HEAP-BY VENDOR*** report to vendors to assist in verification of account numbers.
- Verify that vendors have Statewide Financial System (SFS) data in the BICS system, are active on the HEAP participating vendor list and are properly linked to an active SFS vendor ID.
- Review potentially eligible cases in the reports to determine if the TA or SNAP budget correctly reflects HEAP status (e.g., correct shelter, fuel type and Standard Utility Allowance (SUA) indicator(s)).

PRE-AUTOPAY REQUEST FOR VENDOR INFORMATION

The attached PRE-AUTOPAY REQUEST FOR VENDOR INFORMATION outreach tool may be reproduced locally and mailed out to TA and SNAP recipients based on the Pre-Autopay Report. Districts who participate in NYDocSubmit may permit recipients to return this form electronically using the NYDocSubmit mobile application. **Districts may revise the return date and method (e.g. by mail or electronically, or by mail only) to accommodate local processes**.

Whenever possible, heat-included HEAP benefits of $21, $30, and $35 should be directed to the recipient's electric utility account if they pay a vendor directly for domestic electric service. Current customer utility account information should be collected using the outreach tool and entered into WMS to ensure the heat-included HEAP benefit is paid to the customer's domestic electric vendor. Please refer to GIS 19 TA/DC033 for information on direct issuance of HEAP heat included payments to utility vendors.

ENTRY OF INFORMATION

Vendor ID and account data must be entered in the HVnd/Acct fields ("Occurrence 1") on WMS screen 06 prior to the Mass Authorization. Only active cases will be evaluated. Cases in Pending status at the time of the Mass Authorization run will not be included in the Autopay. The Autopay for active TA cases is scheduled for **September 12, 2020**, and the Autopay for active SNAP cases is scheduled for **September 19, 2020**.

Note: For recordkeeping purposes, and to facilitate the use of the correct billing procedures, many utilities assign new account numbers to TA cases on direct voucher or utility guarantee. It is recommended that districts review these accounts to ensure that the correct account number is being used.

SFS VENDOR DATA

Districts will receive the Statewide SFS Vendor Processing Report in their BICS queue and PHRED daily. Districts must print and review the daily SFS Vendor Processing Report (BICS print file: *SFSVENREPORT*) and update SFS vendor data in BICS, if necessary. Use selection 05, Vendor Operations, from the LDMIP Menu to access BICS vendor data.

PARTICIPATING VENDOR LISTING

Districts must compare the vendors listed in the reports against the HEAP Participating Vendor Listing on CentraPort to verify the vendor's participation status and the presence of a local vendor ID. If a vendor either is not on the HEAP Participating Vendor List or does not have a local vendor ID listed, districts should provide that information to their OTDA HEAP Bureau liaison to be updated.
NYC must review and update potential Autopay eligible TA and SNAP cases with correct vendor IDs, account numbers, shelter types, and fuel types.

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