



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	20 TA/DC099 Upstate Only
Date:	October 22, 2020
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA, SNAP, Finance and Accounting Directors
From:	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
Subject:	2020-2021 HEAP OSC Voucher Payment
Effective Date:	Immediately
Contact Information:	HEAP Bureau (518) 473-0332

Section 2

The purpose of this General Information System (GIS) message is to notify social services districts (districts) of the creation and payment of 2020-2021 Home Energy Assistance Program (HEAP) vouchers.

As stated in the 10/7/2020 Finance Unit Fact Flash (FUFF), the initial 2020-2021 HEAP Office of the State Comptroller (OSC) voucher creation dates for payments authorized through the application process (Non-Autopay), and via the Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Autopay are as follows:

- Non-Autopay vouchers: Sunday, October 11, 2020
- TA and SNAP Autopay vouchers: Sunday, October 18, 2020

Once the vouchers are created, the vendor payments are available to districts for review until the payment file is sent to OSC as outlined below. During the HEAP OSC voucher review period, there are only two actions that districts may perform on a HEAP 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 beginning the weekend of November 1, 2020, after which the status will update to OSC-sent.

The initial payment file will contain:

- All HEAP vendor payments not equal to \$416 including Autopay and application authorized payments.
- Payments to utility, deliverable fuel (oil, kerosene, propane, coal, wood, wood products), Heating Equipment Repair and Replacement (HERR), and Heating Equipment Clean and Tune (C&T) 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.