



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC068 Upstate Only
Date:	October 6, 2021
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA, SNAP, Finance and Accounting Directors
From:	Alison Maura, Director of Temporary Assistance and HEAP Employment and Income Support Programs
Subject:	2021-2022 HEAP OSC Voucher Payment
Effective Date:	Immediately
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov

Section 2

The purpose of this General Information System (GIS) message is to notify social services districts (districts) of the creation and payment of 2021-2022 Home Energy Assistance Program (HEAP) vouchers.

The initial 2021-2022 Office of the State Comptroller (OSC) HEAP 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 03, 2021
- TA and SNAP Autopay vouchers: Sunday, October 10, 2021

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 OSC "Issued" status until they are transferred to OSC for payment beginning the weekend of October 24, 2021, after which the status will update to OSC-sent.

The initial payment file will contain:

- All HEAP vendor payments not equal to \$426 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.