



General Information System (GIS) Message

Section 1

Transmittal:	23DC056 Upstate Only
Date:	August 11, 2023
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA Directors, SNAP Directors
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	Home Energy Assistance Program (HEAP) 2022-2023 Regular Supplement Reports
Effective Date:	Immediately
Contact Information:	HEAP Bureau: (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	

Section 2

The purpose of this GIS is to inform social services districts (districts) of households that may be eligible for the 2022-2023 Home Energy Assistance Program (HEAP) Regular supplement benefit.

OTDA has identified households that received a lower amount for the Regular benefit during the 2022-2023 program year and may not have received a supplement benefit. A district-specific spreadsheet will be sent to HEAP Coordinators under a separate cover identifying these households.

The upstate systems bureau also provided two reports in the Production Hosting Reports & Enterprise Documents (PHRED) system identifying households that may be eligible for the supplement benefit but did not receive a supplement on the February 2023 HEAP Supplement Autopay. Households identified on the attached list may be included on these reports:

WINR1661: MASS AUTHORIZATION OF HEAP J9 SUPPLEMENTAL BENEFITS – EXCEPTION REPORT

WINR1663: MASS AUTHORIZATION OF HEAP J9 SUPPLEMENTAL BENEFITS – INCOMPLETE TRANSACTION REPORT

Districts must assess households identified on the district-specific spreadsheet and PHRED reports for a supplement. Some households may appear on more than one report. Please refer to WMS Coordinator letters [WCL022423](#) and [23TA-WMS010](#) for further information about these PHRED reports. Please refer to [GIS 22 TA/DC 105](#) for information regarding manually issuing HEAP Supplement benefits.

Benefits authorized to recipient households contained on the district-specific spreadsheet and/or PHRED reports must be authorized as 2022-2023 payments.

Districts seeking additional information should contact their HEAP Bureau liaison.