



General Information System (GIS) Message

Section 1

Transmittal:	24DC067 Upstate only
Date:	October 7, 2024
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA, SNAP, Finance and Accounting Directors
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	2024-2025 HEAP OSC Voucher Payment
Effective Date:	Immediately
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	None

Section 2

The purpose of this General Information System (GIS) message is to notify social services districts (districts) of the creation and payment of Rest of State (ROS) 2024-2025 Home Energy Assistance Program (HEAP) vouchers.

The initial 2024-2025 Office of the State Comptroller (OSC) HEAP voucher creation dates for ROS 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 06, 2024
- TA and SNAP Autopay vouchers: Sunday, October 13, 2024

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, which will begin on or after November 05, 2024. After payments are transferred, their status will update to OSC “Sent.”

The initial payment file will contain all HEAP Autopay and application authorized vendor payments not equal to \$496, including:

- Deliverable fuel (oil, kerosene, propane, coal, wood, wood products)
- Heating Equipment Repair and Replacement (HERR)
- Heating Equipment Clean and Tune (C&T)
- Utility payments not equal to \$496

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 may take several days to issue these payments.

On September 30, 2024, the HEAP Benefit Issuance and Controls (BICS) locks will be set to L (“Locked”) to prevent the issuance of local payments. These locks should remain set to “L” until OTDA directs otherwise.

If you have any questions, please contact your district’s HEAP Bureau liaison.