



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
 40 NORTH PEARL STREET
 ALBANY, NY 12243-0001
David A. Paterson
Governor

Local Commissioners Memorandum

Section 1

Transmittal:	10-LCM-13
To:	Local District Commissioners
Issuing Division/Office:	Center For Employment and Economic Supports
Date:	August 26, 2010
Subject:	2010-11 Home Energy Assistance Program (HEAP) Early Mail Out- Additional Administrative Funds
Contact Person(s):	HEAP Bureau Liaison at 1-800-343-8859, extension 3-0332
Attachments:	Attachment 1 – FFY 2010 HEAP Administrative Allocations, Additional Funds Available for Early Mail Out Attachment 2 - Request for Early Mail Out Administrative Funds
Attachment Available On – Line:	Yes

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) provides information on the early mail out process that will be conducted for the upcoming 2010-11 Home Energy Assistance Program (HEAP).

The LCM also advises local districts that processing cases during the early mail out period is mandatory for the 2010-11 Home Energy Assistance Program (HEAP) year for all districts. The early mail out targets those households that have received a HEAP benefit in the preceding year and whose household contains a vulnerable individual (under age 6, age 60 or older, or disabled).

In addition, a mail out to all households who received a 2009-10 regular benefit will be conducted in early October.

Allocations for administrative funds for this purpose and the Request for Early Outreach Administrative Funds form are attached

II. Background

Each program year, a HEAP application is mailed out to those households that received a HEAP benefit in the preceding year and whose household contains a vulnerable individual (under age 6, age 60 or older, or disabled).

This mail out will again be conducted prior to program opening in November in an effort to streamline the workflow and to assist districts in managing the large volume of case processing that occurs in the HEAP program. The current mail out process for districts outside of New York City (NYC) is conducted centrally by the Office of Temporary and Disability Assistance (OTDA), using the Client Notices System (CNS) to mail applications to targeted households. A mail out to targeted households in NYC is conducted by the NYC Human Resources Administration (HRA).

III. Program Implications

Districts must structure local programs to begin case processing no later than September 13, 2010 for applications received during the early mail out period. If alternate certifiers conduct intake and certification for applications sent out in the early mail out period, contracts with these certifiers must be in place prior to September 13th and certifiers must agree to begin case processing by September 13th.

Processing is defined as eligibility determination and authorization of benefits through the Welfare Management System (WMS).

HEAP benefits may not be used to resolve emergency situations until on or after November 1, 2010.

Allocation of Additional Administrative Funds

Additional HEAP administrative funds, as established by the attached allocation schedule, are available to districts for the purpose of processing cases during the early mail out period. Please see Attachment I for your district's available funding amount.

In order to access these additional funds, districts must submit a request for funds (see Attachment II) to the OTDA HEAP Bureau outlining the activities that will be conducted during the early mail out period. If an alternate certifier will participate in accepting applications during the early mail out period, a copy of the contract must also be submitted.

Once the district plan has been accepted by OTDA, the district will be notified that their 2009-10 administrative allocation has been increased and the funds are now available.

In order to receive these additional funds, the Request for Early Outreach Administrative Funds form must be submitted by **no later than August 31, 2010.**

These funds must be obligated by September 30, 2010 and claimed by December 31, 2010. Unclaimed funds cannot be rolled into the 2010-11 administrative allocation.

Failure to submit a request for funds and/or to receive these administrative funds does not release the district from the obligation to process cases during the early mail out period.

Acceptance of funds requires that districts perform the functions outlined in the Request for Funds and also agree to ensure that at least fifty percent (50%) of the cases received during the early outreach period will have payments authorized prior to program opening. The NYS OTDA HEAP Bureau may conduct on site or desk reviews to determine compliance.

Additional Information

Plans should be submitted no later than August 31, 2010 to:

NYS Office of Temporary and Disability Assistance
HEAP Bureau 11D
40 North Pearl St.
Albany, NY 12243

Plans may also be faxed to the attention of the HEAP Bureau at 518-474-9347 or sent via e-mail to Emily.MaherCmaylo@otda.state.ny.us

Issued By

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports

FFY 09-10 HEAP ADMINISTRATIVE ALLOCATIONS

Reference #5

DISTRICT	CURRENT FFY09-10 ALLOCATION	EARLY OUTREACH	REVISED FFY09-10 ALLOCATION
ALBANY	598,658	105,362	704,020
ALLEGANY	267,087	45,924	313,011
BROOME	708,957	97,388	806,345
CATTARAUGUS	544,755	77,068	621,823
CAYUGA	383,086	58,784	441,870
CHAUTAUQUA	862,239	139,988	1,002,227
CHEMUNG	394,537	66,086	460,623
CHENANGO	318,838	43,768	362,606
CLINTON	531,130	62,010	593,140
COLUMBIA	167,452	27,680	195,132
CORTLAND	280,826	39,790	320,616
DELAWARE	279,024	38,424	317,448
DUTCHESS	371,511	45,252	416,763
ERIE	6,719,470	-	6,719,470
ESSEX	175,670	31,776	207,446
FRANKLIN	318,516	46,082	364,598
FULTON	426,727	56,094	482,821
GENESEE	220,934	34,012	254,946
GREENE	245,260	31,934	277,194
HAMILTON	20,884	4,768	25,652
HERKIMER	344,351	56,806	401,157
JEFFERSON	424,333	71,546	495,879
LEWIS	164,434	24,158	188,592
LIVINGSTON	219,709	31,362	251,071
MADISON	308,505	48,990	357,495
MONROE	1,514,362	176,552	1,690,914
MONTGOMERY	348,329	46,596	394,925
NASSAU	469,183	66,640	535,823
NIAGARA	1,024,306	153,462	1,177,768
ONEIDA	1,334,623	196,616	1,531,239
ONONDAGA	1,381,212	233,794	1,615,006
ONTARIO	270,656	39,750	310,406
ORANGE	708,473	53,600	762,073
ORLEANS	236,722	30,648	267,370
OSWEGO	452,943	87,060	540,003
OTSEGO	324,255	43,688	367,943
PUTNAM	56,132	9,220	65,352
RENSSELAER	503,785	74,456	578,241
ROCKLAND	371,771	30,392	402,163
ST. LAWRENCE	861,065	99,208	960,273
SARATOGA	578,302	82,706	661,008
SCHENECTADY	391,085	66,522	457,607
SCHOHARIE	172,816	23,744	196,560
SCHUYLER	134,234	18,144	152,378
SENECA	127,207	20,518	147,725
STEUBEN	700,309	97,448	797,757
SUFFOLK	1,603,714	169,666	1,773,380
SULLIVAN	409,672	44,182	453,854
TIOGA	310,384	42,026	352,410
TOMPKINS	233,491	34,348	267,839
ULSTER	727,461	72,002	799,463
WARREN	268,048	43,926	311,974
WASHINGTON	267,793	43,016	310,809
WAYNE	249,576	44,876	294,452
WESTCHESTER	227,215	36,308	263,523
WYOMING	159,070	28,948	188,018
YATES	107,145	15,256	122,401
TOTAL UPSTATE	31,822,236	3,510,370	35,332,606
NEW YORK CITY	6,356,098	904,802	7,260,900
TOTAL	38,178,334	4,415,172	42,593,506

2010-11 HOME ENERGY ASSISTANCE PROGRAM

REQUEST FOR EARLY OUTREACH ADMINISTRATIVE FUNDS

By submitting this request, _____ County agrees to begin processing of applications by September 13, 2010 and ensures that a minimum of 50% of the applications received during this period will have payments authorized on WMS on or before November 1, 2010.

NOTE: All districts are required to process cases during the early mail-out period. In order to receive your additional HEAP administration allocation, your plan must be submitted by no later than August 31, 2010. Failure to submit a plan does not relieve your district from its obligation to process cases during the early mail-out period.

District:

Contact Name:

Contact Number and E-Mail:

Activities:

Applications received during the early mail-out will be processed by:

DSS, please check the applicable group(s):

under age 60 (with children under 6)

over age 60/disabled

OFA, please check the applicable group(s):

under age 60 (with children under 6)

over age 60/disabled

Other, please check the applicable group(s):

under age 60 (with children under 6)

over age 60/disabled

Will an alternate certifier participate in processing cases during the early mail-out period? Yes No. A copy of the contract must also be submitted.

Name of certifier:

Will additional staff be hired during early processing?

DSS **Yes, please describe number of staff and hiring dates**

No, will use existing staff

OFA **Yes, please describe number of staff and hiring dates:**

No, will use existing staff

Other certifier:

Yes, please describe number of staff and hiring dates:

No, will use existing staff

Other expenditures:

Purchases of supplies (please itemize)

Purchases of equipment (please itemize)

Submitted by:

Title:

Phone and e-mail:

Date of submission:

OTDA Use Only

Plan accepted **Date**

Plan rejected **Reasons**