



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor**

Local Commissioners Memorandum

Section 1

Transmittal:	11-LCM-07
To:	Local District Commissioners, Accounting Supervisors
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	August 10, 2011
Subject:	2011-12 Home Energy Assistance Program–Early Mail Out Process and Administrative Allocations for Early Outreach Processing
Contact Person(s):	OTDA CEES HEAP Bureau Liaison at (518) 473-0332
Attachments:	Attachment 1–Local District Allocations
Attachment Available On – Line:	Yes

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) provides information on requirements for the early mail out process that will be conducted for the upcoming 2011-12 Home Energy Assistance Program (HEAP).

Local districts may be eligible to receive additional administrative funds for processing of applications received during the early outreach period. This LCM outlines the requirements for receipt and use of these funds and provides each district with the amount of the additional administrative funds.

II. Background

Over the past several years, 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, a mail out has been conducted 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. The mail out process for districts outside of New York City (NYC) is conducted centrally by the Office of Temporary and Disability Assistance (OTDA), and will utilize the Client Notices System (CNS) system to mail applications to these targeted households.

The mail out to targeted households in NYC is conducted by the NYC Human Resources Administration (HRA).

III. Program Implications

Schedule for Mail Out

The mail out for counties outside of NYC is scheduled to begin on August 29, 2011. Applications will be mailed in three (3) groups: first to heads of households age 66 and older; then to households with children under age 6 or disabled individuals; and then to heads of households age 60-65. The mail out to each group will be fully completed before the mailing for the next group begins.

Within each mailing group, the mailings will be sent in the following county order: Erie, Monroe, Onondaga, Suffolk, Oneida, Niagara, Chautauqua, Broome, Steuben, St Lawrence and Albany. The applications for the remaining counties will be mailed in reverse alphabetical order starting with Yates and ending with Allegany. The entire mail out process should take approximately **2½ to 3 weeks**.

Additional Administrative Funds

Local District Allocations

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.

Attachment 1 provides the amount of early outreach administrative funds that are available to your district.

Allocation Criteria

In order to receive these funds, each district must have claimed at least seventy percent (70%) of the current 2010-11 administrative allocation. Districts that have not met this claiming requirement have not been allocated early outreach funds. This will be indicated by an allocation of zero (0) in the Approved Early Outreach Allocation column in Attachment I.

Districts may remedy this by submitting claims to meet the 70% requirement no later than August 31, 2011. Please notify your OTDA HEAP Bureau liaison if you have met this requirement.

Early outreach funds will not be available after August 31, 2011.

Obligation and Claiming Deadlines

Please note that early outreach administrative funds are added to your 2010-11 administrative allocation. These funds must be obligated by September 30, 2011 and claimed by December 31, 2011. Unclaimed funds cannot be rolled into the 2011-12 administrative allocation.

Acceptance of funds requires that districts ensure that at least seventy percent (70%) 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.

Processing for Applications Received During Early Outreach

Detailed information on processing applications received during the early outreach period will be provided at the 2011-12 HEAP training which will be held in Albany on August 17 -19, 2011. Additional instructions will also be provided to your district's HEAP Coordinator prior to the start of the mail out.

Processing cases during the early mail out period is mandatory for the 2011-12 Home Energy Assistance Program (HEAP) 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).

Districts must structure local programs to begin case processing for applications received during the early mail out period upon receipt.

If alternate certifiers participate in case processing for applications sent out in the early mail out period, contracts with these certifiers must be in place in order to start processing upon receipt of the early outreach applications. Alternate certifiers must route completed applications to the DSS within 15 calendar days.

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

HEAP benefits cannot be used to resolve emergency situations until on or after program opening. Information on eligibility or payment guarantees cannot be provided either to applicants or vendors prior to program opening.

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Support

ATTACHMENT 1

DISTRICT	HEAP CURRENT FFY10-11 ADMIN ALLOCATION	AVAILABLE FFY10-11 EARLY OUTREACH ALLOCATION	APPROVED* FFY10-11 EARLY OUTREACH ALLOCATION	HEAP REVISED FFY10-11 ADMIN ALLOCATION
ALBANY	578,549	49,087	49,087	627,636
ALLEGANY	293,210	31,014	0	293,210
BROOME	718,580	67,072	0	718,580
CATTARAUGUS	486,383	51,126	51,126	537,510
CAYUGA	351,975	35,027	0	351,975
CHAUTAUQUA	786,301	80,276	0	786,301
CHEMUNG	373,996	37,045	37,045	411,041
CHENANGO	324,989	33,185	33,185	358,174
CLINTON	495,147	38,317	0	495,147
COLUMBIA	166,595	21,802	21,802	188,396
CORTLAND	247,678	22,416	0	247,678
DELAWARE	273,018	30,136	30,136	303,154
DUTCHESS	445,244	30,443	30,443	475,687
ERIE	5,573,160	437,174	0	5,573,160
ESSEX	183,654	22,131	22,131	205,784
FRANKLIN	316,482	31,036	31,036	347,517
FULTON	391,976	35,861	35,861	427,837
GENESEE	199,272	24,609	24,609	223,881
GREENE	237,338	21,144	21,144	258,482
HAMILTON	21,299	3,444	3,444	24,743
HERKIMER	342,778	38,756	38,756	381,534
JEFFERSON	414,678	35,883	35,883	450,561
LEWIS	157,225	14,980	14,980	172,206
LIVINGSTON	220,334	15,068	0	220,334
MADISON	292,925	25,399	25,399	318,324
MONROE	1,815,742	84,816	0	1,815,742
MONTGOMERY	326,769	28,623	0	326,769
NASSAU	481,000	64,681	0	481,000
NIAGARA	934,166	97,318	97,318	1,031,484
ONEIDA	1,259,272	112,562	112,562	1,371,833
ONONDAGA	1,410,317	126,884	0	1,410,317
ONTARIO	282,431	25,399	25,399	307,829
ORANGE	717,046	54,570	54,570	771,616
ORLEANS	216,309	19,455	19,455	235,764
OSWEGO	463,293	48,845	48,845	512,138
OTSEGO	299,893	32,790	32,790	332,683
PUTNAM	66,028	8,598	8,598	74,626
RENSSELAER	471,598	8,159	8,159	479,758
ROCKLAND	336,906	14,915	14,915	351,821
ST. LAWRENCE	784,058	62,817	62,817	846,875
SARATOGA	578,916	49,635	49,635	628,551
SCHENECTADY	430,148	32,045	32,045	462,192
SCHOHARIE	169,894	16,911	16,911	186,805
SCHUYLER	121,145	10,309	0	121,145
SENECA	128,681	14,980	0	128,681
STEUBEN	620,128	53,605	53,605	673,733
SUFFOLK	1,505,618	151,493	151,493	1,657,112
SULLIVAN	372,168	31,277	31,277	403,445
TIOGA	286,750	28,008	28,008	314,758
TOMPKINS	210,422	20,003	20,003	230,426
ULSTER	662,697	44,590	44,590	707,288
WARREN	287,631	25,772	25,772	313,402
WASHINGTON	268,970	26,737	26,737	295,707
WAYNE	250,941	29,676	29,676	280,617
WESTCHESTER	284,716	36,124	36,124	320,841
WYOMING	151,527	20,156	20,156	171,683
YATES	109,967	8,159	0	109,967
NEW YORK CITY	7,703,490	592,198	0	7,703,490