

+-----+
| LOCAL COMMISSIONERS MEMORANDUM |
+-----+

DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-121

Date: September 15, 1993

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: Instructions for Claiming Deadlines for the 1992-93
Home Energy Assistance Program (HEAP)

ATTACHMENTS: None

This LCM provides instructions for claiming deadlines for the 1992-93 Home Energy Assistance Program.

As in previous years, all 1992-93 HEAP Program funds must have been authorized by September 30, 1993. Administrative expenses may be incurred through November 15, 1993. All program and administrative funds must be paid by November 30, 1993.

Due to Federal funding cuts, social services districts must ensure that claims for 1992-93 are within the districts' approved HEAP allocations.

Claims for program and administrative funds that local districts are charging to their 1992-93 HEAP allocation must be reported on the RF-8 by December 31, 1993. Local districts should clearly identify on a separate RF-8, any 1992-93 close-out costs incurred during October and November, 1993 that are to be charged to the 1992-93 program. Failure to properly identify the program year may result in the claim being charged to the wrong year.

Any claims labeled 1992-93 that are received after December 31, 1993 will be charged to the local districts' 1993-94 HEAP allocations.

Any unspent funds from the 1992-93 HEAP year will be recovered through the advance/settlement process. Start-up costs for the 1993-94 HEAP year may be claimed starting October 1, 1993.

If you have any fiscal questions, please contact the Bureau of Local Financial Operations:

Region 1-4 - Roland Levie at 1-800342-3715, extension 4-7549 or dial direct at (518) 474-7549; User ID AX2060.

Region 5 - Marvin Gold at (212) 383-1733; User ID 0FM270.

Nelson Weinstock
Deputy Commissioner
Management Support and
Quality Improvement