

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

DSS-4037EL (Rev. 9/89)

Transmittal No: 96 LCM-32

Date: March 22, 1996

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: Claiming Instructions for 1995-96 HEAP Administration,
Outreach and Weatherization (WRAP)
Expenditures

ATTACHMENTS: None

Your district was informed of your approved initial administrative/outreach allocations for 1995-96 HEAP. These allocations were part of a letter dated February 9, 1996 from the Division of Temporary Assistance. As stated in that letter, both administrative and outreach funding will be used to fund staff and other operational activities. The outreach funds, however, are specifically targeted to cover costs associated with the mandated HEAP outreach plan which local districts must develop each year. Because the outreach funds are specifically targeted, they must be claimed separately.

The Division of Temporary Assistance, in a letter dated January 29, 1996, solicited local district interest in the 1995-96 HEAP Weatherization Referral and Packaging (WRAP) initiative. The New York State Department of State had administered the local district related weatherization packaging activities in previous years. This program, for this year, is being coordinated and funded by the State Department of Social Services for those local districts electing to take part.

The following are the claiming instructions for local social services districts to use in claiming expenditures against their 1995-96 HEAP Administration and Outreach allocations and the WRAP initiative.

Claiming

Generally, HEAP administrative expenditures including both outreach and WRAP are to be claimed initially on the DSS-3274 "Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs." Complete instructions for the Schedule D-17 are found in Chapter Nineteen of the Local Cost Allocation Manual- Bulletin 143b. The total administrative amounts, excluding Outreach and WRAP costs, are transferred to the DSS-3551 "RF-8, Monthly Statement of Expenditures and Claims for the Home Energy Assistance Program (HEAP)", Line 4 (Administration). Complete instructions for the Schedule RF-8 are found in Chapter Three of Volume Two of the Fiscal Reference Manual.

WRAP initiative expenditures should be reported on Line 7 (Weatherization) of the Schedule RF-8.

The outreach expenditures must be separately claimed. The upstate districts should report these outreach expenditures on Line 6 (SSI Payments) of the Schedule RF-8.

As NYC makes payments to SSI recipients, they will need to complete a separate supplemental Schedule RF-8 labelled as "Outreach" to claim only outreach costs. These supplemental "Outreach" Schedule RF-8's must be separate and distinct from all other supplemental Schedule RF-8 submissions. These amounts should be reported on Line 4 (Administration) of this separate supplemental Schedule RF-8.

Reimbursement for the administration, outreach and WRAP portions of the 1995-96 HEAP program is subject to the available allocations.

Any questions of a fiscal nature may be directed to staff of the Bureau of Local Financial Operations, Roland Levie, Regions I-IV at 1-800-343-8859, extension 4-7549, User ID FMS001, or Marvin Gold, Region V at (212) 383-1733, User ID OFM270.

Stephanie O'Connell
Acting Director
Office of Financial Management