



Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-03
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	March 27, 2025
Subject:	2024-2025 Home Energy Assistance Program (HEAP) Program Allocations
Contact Person(s):	HEAP Bureau at (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1 – 2024-2025 HEAP District Program Allocations

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) is to inform Rest of State (ROS) social services districts (districts) of their 2024-2025 Home Energy Assistance Program (HEAP) program allocations. ROS districts receive program funds for locally issued payments (New York City does not receive a program allocation). This LCM outlines the requirements for use of these funds and provides each district with the amounts of their total program allocations for the 2024-2025 program year.

2024-2025 district administrative allocations will be provided under separate cover.

II. Background

Program allocations are to be used by districts to make locally-issued HEAP payments, including heat-included benefits issued directly to recipients through Electronic Benefit Transfer (EBT) or check issuance, and two-party check payments to vendors participating in HEAP under the Option E provision of the HEAP Vendor Agreement. Program allocation amounts are based on each district’s locally-issued HEAP payments in 2023-2024.

III. Program Implications

Program allocations reflect the anticipated amount of funds needed for local issuance of 2024-2025 HEAP payments. Cash advances will be provided to districts to support such payments.

Districts must set their HEAP Benefit Issuance and Control System (BICS) locks to “U” (unlocked) no later than 30 calendar days after receipt of the HEAP program allocations in order for EBT and locally-issued two-party check payments to be

made. Districts must verify receipt of these HEAP program allocations prior to setting the locks to “U”.

The 2024-2025 HEAP district program allocations are found in Attachment 1.

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