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Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC055 Upstate and New York City
Date:	August 6, 2021
To:	Subscribers
Suggested Distribution:	Commissioners, TA and SNAP Directors, HEAP Coordinators, WMS Coordinators, Accounting Supervisors
From:	Alison Maura, Director of Temporary Assistance and HEAP Employment and Income Support Programs
Subject:	2021-2022 Home Energy Assistance Program (HEAP) Pre-Auto Pay Vendor Information – Second Set of Reports
Effective Date:	Immediately
Contact Information:	HEAP Bureau at: (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1 – 2021-2022 Home Energy Assistance Program Pre-Autopay Request for Vendor Information

Section 2

The purpose of this GIS message is to remind social services districts (districts) that in preparation for the 2021-2022 HEAP Autopay, OTDA will provide a **second** set of reports listing potentially eligible Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) recipient households, so Welfare Management System (WMS) vendor information can be reviewed and updated. This second set of reports, for the 2021-2022 HEAP program year will be produced no later than the week of **August 8, 2021.**

These reports identify those TA and SNAP recipient households that meet the criteria to be included in the Autopay. The reports provide current vendor information, as entered into WMS, and identify those cases missing vendor ID and/or account numbers. An Automated Budgeting and Eligibility Logic (ABEL) flat file from July 2021 will be used to generate these lists.

These reports may only be viewed in the Production Hosting Reports & Enterprise Document (PHRED) application. Please contact your LAN administrator to access and view these reports in PHRED. The Contact Us link in PHRED may be used for any questions related to the reports.

Districts must use these reports to:

- Obtain/verify current vendor IDs and customer account numbers and make any needed corrections.

- Verify that vendors have Statewide Financial System (SFS) data in the BICS system, are active on the HEAP participating vendor list, and are properly linked to an active SFS vendor ID.
- Review potentially eligible cases in the report to determine if the TA or SNAP budget correctly reflects HEAP status (e.g., correct shelter, fuel types and Standard Utility Allowance (SUA) indicator(s)).

The attached *Pre-Autopay Request for Vendor Information* outreach tool may be reproduced locally and mailed out to TA and SNAP recipient households based on the Pre-Autopay Report. Districts may revise the return date and method (i.e., by mail or electronically, or by mail only) to accommodate local processes. Please note that districts participating in NYDocSubmit may encourage recipients to complete the form and upload an image of the complete document using the NYDocSubmit mobile application.

Please refer to GIS 21TA/DC037 *Home Energy Assistance Program (HEAP) TA/SNAP Pre-Autopay Vendor Information Report (UPSTATE ONLY)* dated 6/8/2021 for a full description of the three reports, as well as additional information regarding data entry of returned information.

Please contact your HEAP Bureau liaison with any questions.