General Information System (GIS) Message

Section 1

Transmittal:	22 TA/DC078 Upstate and New York City
Date:	August 8, 2022
To:	Subscribers
Suggested Distribution:	Commissioners, TA and SNAP Directors, HEAP Coordinators, WMS Coordinators, Accounting Supervisors
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	2022-2023 Home Energy Assistance Program (HEAP) Pre-Autopay 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 – 2022-2023 HEAP 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 2022-2023 HEAP Autopay, OTDA will provide a **second** set of reports listing potentially eligible Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) recipients so Welfare Management System (WMS) vendor information can be reviewed and updated. This second set of reports will be produced for the 2022-2023 HEAP program year no later than the first full week of **August 8, 2022.**

These reports identify those TA and SNAP recipients that meet the criteria to be included in the Autopay. The reports provide current vendor information and identifies those cases missing vendor ID and/or account numbers. An Automated Budgeting and Eligibility Logic (ABEL) flat file from July 2022 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 utilized for any questions related to the reports.

Districts must use these reports to:

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

- Verify that vendors have Statewide Financial System (SFS) data in the Benefit Issuance Control System (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 recipients based on the Pre-Autopay Report. Districts may revise the return date and method (e.g., by mail or electronically, or by mail only) to accommodate local processes. Note, 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 22TA/DC057 *Home Energy Assistance Program (HEAP) TA/SNAP Pre-Autopay Vendor Information Report (UPSTATE ONLY)* dated 6/10/2022 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.