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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 92 LCM-75

Date: May 12, 1992

Division: Administration

TO: Local District Commissioners

SUBJECT: HEAP October 1991 - March 1992

ATTACHMENTS: HEAP Worksheets (Not available on-line)

This is to advise you that the Department will be evaluating Home Energy Assistance Program (HEAP) advances and claims during the week of May 18-22, 1992 for the purpose of determining HEAP settlements for the period October 1991 - March 1992. These settlements will be processed at the end of May 1992.

The review will entail a comparison of HEAP claims and advances for the period October 1991 - March 1992. If a district has received advances in excess of claims for that period, funds will be recouped on the RF-2 settlement scheduled for the end of May. If the cash balance as of May 22, 1992 is less than the March, 1992 cash balance (amount of overadvance) no recoupment will occur at the end of May.

This procedure is being followed in order that districts which were overadvanced through March 1992 expenditures, but by the submission of April claims have since shown that their advance balance has been reduced (spent), will not be adversely affected from a cashflow standpoint. Conversely, if the district has a cash balance in May, 1992 which is greater than or equal to what it was in March, 1992, then a recoupment is to be taken.

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Attached for your convenience is a worksheet showing your district's HEAP advances and claims for the 1991-92 Program year. We have highlighted, in yellow marker, your unspent advance balance as of the March, 1992 data and the most current balance to aid you in evaluating your district's situation. This worksheet will be updated during the week of May 25, 1992 to reflect your district's cash situation at that time. PA and NPA HEAP claims for the subject period must be received by the Bureau of Local Financial Operations no later than May 22, 1992 in order to be included in the updated worksheet and thereby minimize recoupment of any overadvances. Districts which have PA/NPA monies recouped and later report expenditures will be reimbursed through the settlement process.

If you or your staff have any questions regarding this memorandum, please contact Roland Levie - Upstate Region at 1-800-342-4100, ext. 4-7549 or Marvin Gold - Metropolitan Region at (212) 804-1108.

Nelson Weinstock
Deputy Commissioner
for Administration