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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 91 LCM-122

Date: July 1, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Energy Reconciliation Procedures

ATTACHMENTS: Energy Payments for Reconciliation Report - not available  
on-line

This is to provide clarification regarding procedures for energy reconciliation of vendored public assistance (PA) cases. Past procedures involved the inclusion of Home Energy Assistance Program (HEAP) payments in the reconciliation process. However, as these payments were counted as both a restriction and a payment and the amount was therefore effectively zeroed out, it is not necessary to include HEAP in the process.

Districts should be aware that current HEAP policy requires vendors to utilize the HEAP benefit for current bills for PA vendored cases. The HEAP payment should be credited on the account as soon as it is received by the vendor. When making payments and claiming funds on vendored accounts, districts must utilize HEAP funds as soon as the payment is credited on the recipient's account. This ensures that the recipient has received the full benefit.

A systems change to accommodate this clarification was implemented in the BICS generated Energy Reconciliation Report. Information regarding this report is attached.

We also want to provide further clarification regarding the application of an energy reconciliation refund due to the recipient to any outstanding overpayments owed by the recipient. When HEAP is not included in the reconciliation process, the refund may be applied to outstanding overpayments.

We hope this information is helpful. Please contact your Bureau of Energy Programs liaison at 1-800-342-4100, extension 4-9321 if you have questions.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance