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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 91 LCM-124

Date: July 3, 1991

Division: Administration

TO: Local District Commissioners

SUBJECT: HEAP October 1990 - April 1991

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 July 15-19, 1991 for the purpose of determining HEAP settlements for the period October 1990 - April 1991. These settlements will be processed at the end of July 1991.

The review will entail a comparison of HEAP claims and advances for the period October 1990 - April 1991. Depending on certain circumstances, the amount of advances in excess of claims for that period will be recouped on the RF-2 settlement scheduled for the end of July. A current cash balance as of July 19 which is less than the April 1991 cash balance (amount of overadvance) will result in no recoupment at the end of July.

This procedure is being followed in order that districts which were overadvanced through April 1991 expenditures, but by the submission of May and/or June claims have since shown that their advance balance has been reduced (spent), will not be adversely affected from a cashflow standpoint. Conversely, where a recoupment is to be taken the district has a cash balance on July 19 which is greater than it was in April 1991.

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Attached for your convenience is a worksheet showing your district's HEAP advances and claims for the 1990-91 Program year. We have highlighted, in yellow marker, your unspent advance balance as of the April 1991 data and the most current balance to aid you in evaluating your district's situation. This worksheet will be updated during the week of July 22, 1991 to reflect your district's most current 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 July 19, 1991 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 incur 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.

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Nelson Weinstock  
Deputy Commissioner  
for Administration