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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-132

Date: November 2, 1994

Division: Management Support  
and Quality  
Improvement

TO: Local District Commissioners

SUBJECT: Instructions for Claiming Deadlines for the 1993-94  
Home Energy Assistance Program (HEAP)

ATTACHMENTS: None

This LCM provides instructions for claiming deadlines for the 1993-94 Home Energy Assistance Program.

All 1993-94 HEAP Program funds must have been authorized in WMS by October 7, 1994. Administrative expenses must be incurred by November 15, 1994. All program and administrative funds, including manual payments made after October 7, 1994, must be expended by November 30, 1994.

Due to Federal funding cuts, social services districts must ensure that claims for 1993-94 are within the districts' approved HEAP allocations.

Claims for program and administrative funds that local districts are charging to their 1993-94 HEAP allocation must be filed via the RF-8 by December 31, 1994. Local districts should clearly identify on a separate supplemental RF-8, any 1993-94 close-out costs incurred during October and November, 1994 that are to be charged to the 1993-94 program. Failure to properly identify the program year may result in the claim being charged to the wrong year.

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Any unspent funds from the 1993-94 HEAP year will be recovered through the advance/settlement process. Start-up costs for the 1994-95 HEAP year may be claimed starting October 1, 1994.

If you have any fiscal questions, please contact the Bureau of Local Financial Operations:

Region 1-4 - Roland Levie at 1-800-343-8859, extension 4-7549 or dial direct at (518) 474-7549; User ID FMS001.

Region 5 - Marvin Gold at (212) 383-1733; User ID 0FM270.

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John M. Sweeney  
Assistant Commissioner  
Office of Financial  
Management