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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 94 LCM-85

Date: July 20, 1994

Division: Management Support  
and Quality  
Improvement

TO: Local District Commissioners

SUBJECT: HEAP October, 1993 - April, 1994

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 18-22, 1994 for the purpose of determining HEAP settlements for the period October, 1993 - April, 1994. These settlements will be processed at the end of July, 1994.

The review will entail a comparison of HEAP claims and advances for the period October, 1993 - April, 1994. If a district has received advances in excess of claims for the period, funds will be recouped on the RF-2 settlement scheduled for the end of July. If the cash balance as of July 21, 1994 is less than the April, 1994 cash balance (amount of overadvance) no recoupment will occur at the end of July.

This procedure is being followed in order that districts which were overadvanced through April, 1994 expenditures, but by the submission of May 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 July, 1994 which is greater than or equal to what it was in April, 1994 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 1993-94 program year. We have highlighted, in yellow marker, your unspent advance balance as of the April 1994 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 25, 1994 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 22, 1994 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 - Region 1-4 at 1-800-343-8859, ext. 4-7549; USER ID #FMS001 or Marvin Gold - Region 5 at (212) 383-1733; USER ID #0FM270.

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