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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 90 LCM-104

Date: July 17, 1990

Division: Administration

TO: Local District Commissioners

SUBJECT: HEAP October 1989 - April 1990

ATTACHMENTS: HEAP Worksheets (Not available on-line)

This memorandum is to advise you that the Department will be evaluating Home Energy Assistance Program (HEAP) advances and claims during the week of July 23-27, 1990 for the purpose of determining HEAP settlements for the period October 1989 - April 1990. These settlements will be processed at the end of July 1990.

The review will entail a comparison of HEAP claims and advances for the period October 1989 - April 1990. 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 24 less than the April 1990 amount of overadvance will result in no recoupment at the end of July.

This procedure is being followed so that districts which did have an overadvance thru April 1990 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. Correspondingly, where a recoupment is to be taken the district has had an increase in its cash balance since at least April 1990.

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Attached for your convenience is a worksheet showing your district's HEAP advances and claims for the 1989-90 Program year. We have highlighted, in yellow marker, your unspent advance balance as of the April 1990 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 23, 1990 to reflect your district's most current situation at that time.

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

Richard Radzynski  
Director  
Local Financial Operations  
Office of financial Management