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

Transmittal No: 92 LCM-163

Date: October 22, 1992

Division: Administration

TO: Local District Commissioners

SUBJECT: Instructions for Claiming Deadlines for the 1991-92
Home Energy Assistance Program (HEAP)

ATTACHMENTS: None

This LCM provides instructions for claiming deadlines for the 1991-92 Home Energy Assistance Program.

As in previous years, all 1991-92 HEAP Program funds must have been authorized by September 30, 1992. Administrative expenses may be incurred through November 15, 1992. All program and administrative funds must be paid by November 30, 1992.

Due to Federal funding cuts, social services districts must ensure that claims for 1991-92 are within the districts' approved HEAP allocations.

Claims for program and administrative funds that local districts are charging to their 1991-92 HEAP allocation must be reported on the RF-8 by December 31, 1992. Local districts should clearly identify on a separate RF-8, any 1991-92 close-out costs incurred during October and November, 1992 that are to be charged to the 1991-92 program. Failure to properly identify the program year may result in the claim being charged to the wrong year.

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Any claims labeled 1991-92 that are received after December 31, 1992 will be charged to the local districts' 1992-93 HEAP allocations.

Any unspent funds from the 1991-92 HEAP year will be recovered through the advance/settlement process. Start-up costs for the 1992-93 HEAP year may be claimed starting October 1, 1992.

Any questions concerning this LCM should be directed to Roland F. Levie (Upstate Office) at 1-800-342-3715, extension 4-7549 or Marvin Gold (Metropolitan Office) at (212) 804-1108.

Nelson Weinstock
Deputy Commissioner
for Administration