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

Transmittal No: 98 LCM-24

Date: April 21, 1998

Division: Temporary Assistance

TO: Local District Commissioners

SUBJECT: 1997-98 HEAP Shutdown: MAY 1, 1998

ATTACHMENTS: None

This is to advise you that FRIDAY MAY 1, 1998 has been designated as the closing date for the regular and emergency components of the 1997-98 Home Energy Assistance Program (HEAP).

All local departments of social services and alternate certifiers for regular and emergency benefits must continue to accept applications and requests for applications through the close of business (COB) on May 1, 1998.

Requests for appointments to apply for regular or emergency benefits made on or before May 1, 1998 must be honored even if the certifier is unable to schedule the appointment before COB on May 1, 1998.

We are requesting that all districts submit a pending case report which identifies the number of regular and emergency HEAP applications which are currently in process but not yet authorized as of May 1, 1998. Pending cases for all local certifying agencies should be included.

Energy related emergencies which occur after the closing of the HEAP emergency component must be handled in accordance with the procedures for providing emergency public assistance.

Referrals to your local weatherization provider for furnace replacements will continue.

Please share this information with other local certifiers. If there are any questions, please contact your regional liaisons. Thank you for your cooperation.

Patricia A. Stevens
Deputy Commissioner