

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

**November 20, 2012**

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**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA Directors, SNAP Directors, WMS Coordinators, HEAP Coordinators, Staff Development Coordinators

**FROM:** Phyllis Morris, Acting Deputy Commissioner, Center for Employment and Economic Supports

**SUBJECT:** Processing Temporary Assistance (TA) Requests for Energy Emergencies

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** TA Program Questions: TA Bureau at 1-800-343-8859, ext 4-9344  
HEAP Program Questions: HEAP Bureau at 1-800-8859, ext 3-0332

The opening of the regular Home Energy Assistance Program (HEAP) on November 19, 2012 and Emergency HEAP on January 2, 2013, requires Social Services Districts (SSD) to explore the availability of, and individual eligibility for, regular and/or emergency HEAP benefits before issuing a Family Assistance (FA), Safety Net Assistance (SNA), Emergency Assistance to Needy Families with Children (EAF), Emergency Safety Net Assistance (ESNA) or Emergency Assistance for Adults (EAA) payment to meet a utility (natural gas or electricity) or non-utility (other than natural gas or electricity) energy emergency. A TA non-utility emergency is limited to heat-only during the cold weather as defined by the SSD. A TA utility emergency consists of heat and/or domestic energy year round.

#### HEAP as an Available Resource

TA applicants/recipients must pursue any available resources, including HEAP, to meet, reduce or eliminate the need for TA. Pursuing and accepting available resources is a condition of TA eligibility. If a TA applicant/recipient household refuses, without good cause, to pursue or utilize such resources, the applicant/recipient's household must be denied/closed.

#### Commitment to Pay

The SSD must issue TA and HEAP payments to an energy provider when a commitment of payment was made by the SSD in order to continue or restore utility service or obtain non-utility fuel to meet an energy emergency. If, after making the commitment, further investigation determines that the recipient was not eligible for such assistance, the SSD must still make the payment and then pursue recovery from the recipient. The only exception is when the SSD contacts the energy provider, and after explaining the situation, the energy provider agrees to rescind the commitment, then the SSD is not obligated to make the payment.

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Supplemental Security Income (SSI) Customer of Record

If HEAP is not available, or a SSI individual is not eligible for HEAP, the SSD must determine EAA eligibility for recipients of SSI or additional State payments seeking assistance with an energy (utility or non-utility) emergency. This requirement also applies to SSI recipients acting as a legally or non-legally responsible grantee of a TA case, regardless of whether the TA case is budgeted with a fuel allowance.

If EAA eligible, the emergency payment and guarantee must be authorized on an EAA case, not on a child-only case. This policy prohibits SSDs from determining the grant mismanagement of a child-only TA case; therefore, the child-only case is not subject to any recovery efforts, including recoupment.

Replacement Page for Energy Manual

When TA applicants/recipients with energy emergencies are not eligible for HEAP or when HEAP is not available, please refer to the chart on page 3 of this GIS to determine the appropriate household category for processing TA energy emergency requests. Please use this page to replace Page 43 of the Energy Manual, Section V, Emergency Assistance - General Information. Although TA bases household category on the status of the customer of record, the customer of record must also be the tenant of record or the spouse of the tenant of record, in order to receive TA energy assistance.

Financial Statement (LDSS-3596) Food/Non-Food Expense

The maximum amounts of the Food/Non-Food deduction allowed on the LDSS-3596: "Financial Statement" has not changed since April 1, 2009. The chart below reflects the current amounts.

<b>HOUSEHOLD SIZE</b>	<b>FOOD/NON-FOOD EXPENSE</b>
1	\$300
2	\$551
3	\$789
4	\$1002
5	\$1190
6	\$1428
7	\$1578
8	\$1803
Each Additional Person	+\$225

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ENERGY MANUAL

11/20/12

EMERGENCY ASSISTANCE – GENERAL INFORMATION (con't)

**HOUSEHOLD CATEGORY**

<b>CUSTOMER OF RECORD</b>	<b>HOUSEHOLD CATEGORY</b>
TA Recipient	TA
Non SSI grantee for children with a heating allowance in the TA budget	TA
NTA with spouse in receipt of TA	TA
Sanctioned TA recipient with spouse and/or children in receipt of TA	TA
Not in receipt of TA or SSI	NTA
Non SSI grantee not budgeted with a heating allowance	NTA
TA Applicant	NTA
Single individual sanctioned for TA and case closed	NTA
Active SSI recipient	SSI-EAA Only
Active SSI recipient with minor children and/or spouse on TA and budgeted with a heating allowance	SSI-EAA Only
Active SSI recipient with minor children and/or spouse without a heating allowance in the TA budget	SSI-EAA Only
Active SSI recipient with an NTA spouse who is the tenant of record	SSI-EAA Only
Not in receipt of SSI with an SSI spouse who is the tenant of record	SSI-EAA Only