

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

February 28, 2013
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TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors,
HEAP Coordinators

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

SUBJECT: Home Energy Assistance Program (HEAP) **Regular and Emergency**
Component Closing Date

EFFECTIVE DATE: March 15, 2013

CONTACT PERSON: HEAP Bureau at 1-(800) 343-8859, extension 3-0332

The purpose of this GIS message is to inform Social Services Districts (SSDs) that Friday, March 15, 2013 is the closing date for the regular and emergency components of the 2012-2013 Home Energy Assistance Program (HEAP).

All SSDs and alternate certifiers must continue to accept walk-in applications through Close of Business (COB) Friday, March 15, 2013. Mail-in applications postmarked or electronic applications received on or before March 15, 2013 meet the deadline and must be processed. The functionality to submit online applications through myBenefits or E-HEAP will be disabled after March 15, 2013.

All HEAP applications must be processed in accordance with instructions found in the New York State 2012-2013 HEAP Manual and 12-LCM-12. All applications for regular or emergency HEAP benefits received after the deadline must be denied using CNS denial code F08 (HEAP Application Received after HEAP Program Year Closing Date) or if needed, using HEAP Manual Denial Notice LDSS-3494B.

Individuals seeking energy assistance after COB March 15, 2013 must be referred to the Temporary Assistance (TA) unit.

SSDs must continue to submit weekly pending reports, as outlined in the Dear HEAP Coordinator letter (dated September 7, 2012) until further notice. Locally paid benefits must be issued timely in accordance with instructions found in 12-LCM-12 and the Indirect Payment Processing Sub-System (IPPS) manual, chapter 5.

All 2012-2013 administrative funds must be obligated by September 30, 2013 and claims submitted no later than December 31, 2013. Rollover of administrative funds is not permitted.