

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

June 5, 2013

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TO: Subscribers

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

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

SUBJECT: Closing of the 2012-2013 Home Energy Assistance Program (HEAP) Cooling Assistance
Component (CAC)

EFFECTIVE DATE: Immediately

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, June 05, 2013 is the closing date for the 2012-2013 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC).

All SSDs and alternate certifiers must continue to accept applications through close of business June 05, 2013. Mail-in applications postmarked on or before the June 5, 2013 deadline must be processed.

All HEAP cooling applications must be processed in accordance with instructions found in 13-LCM-01. Applications received after the Cooling Component closing date of June 05, 2013 must be denied using the HEAP Cooling Assistance Notice of Eligibility Decision Notice (LDSS-4993).

All installations should be completed by September 20, 2013. Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 30, 2013.

SSDs must continue to track pending expenditures, as outlined in the Reporting Applications for the 2012-2013 HEAP Cooling Assistance Component GIS 13 TA/DC016 dated April 9, 2013 until further notice.

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.