

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

May 15, 2014

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**TO:** Subscribers**SUGGESTED DISTRIBUTION:** Commissioners, TA and SNAP Directors, HEAP Coordinators**FROM:** Phyllis D. Morris, Deputy Commissioner  
Center for Employment and Economic Supports**SUBJECT:** Home Energy Assistance Program (HEAP) Pending Reports**EFFECTIVE DATE:** Immediately**CONTACT PERSON:** HEAP Bureau at 1-(800) 343-8859, ex. 3-0332

The purpose of this GIS message is to inform local Social Services Districts (SSDs) that as of Friday, May 30, 2014, the 2013-14 Home Energy Assistance Program (HEAP) pending reports will end. E-Reports will stop sending email reminders and no further submissions will be necessary for the 2013-14 program year. Pending reports for the 2014-15 program year will begin on Friday September 12, 2014.

If an SSD has not completed processing all regular, emergency, and heating equipment repair/replacement benefit applications in myWorkspace or the Welfare Management System (WMS), please continue to submit a weekly report by email to Matt Trotta at [Matthew.Trotta@otda.ny.gov](mailto:Matthew.Trotta@otda.ny.gov) or by fax at (518) 474-9347 until all of your cases have been processed.

If an SSD has any changes in their designee, please provide the HEAP Bureau with the following information for the person or persons that you would like to have access to eReports: (a) name, (b) user ID, (c) email address, (d) phone number, and (e) fax number. Your information can be e-mailed to Emily Maher Cmaylo at [Emily.MaherCmaylo@otda.ny.gov](mailto:Emily.MaherCmaylo@otda.ny.gov). If you have questions, please call your HEAP Bureau liaison at (518) 473-0332.