

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

**March 6, 2015**

Page: 1

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA<sup>1</sup> and SNAP Directors, HEAP Coordinators

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

**SUBJECT:** 2014-15 Home Energy Assistance Program (HEAP) – Second Emergency Benefit and Revised Closing Dates

**EFFECTIVE DATE:** Immediately

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

The purpose of this GIS is to inform Social Services Districts (SSDs) of updates to the 2014-15 HEAP program.

- I. A second HEAP Emergency benefit for heat and heat-related emergencies will be available effective March 9, 2015. The second Emergency benefit amounts are the same as first Emergency benefit amounts. First and second emergency benefits may not be coupled. The two benefits must be issued separately.

Eligibility criteria for the second Emergency benefit will be the same as the first Emergency benefit. Applicants must have exhausted or have unavailable to them both the Regular benefit and the Emergency benefit in order to be eligible for the second Emergency benefit.

Applicants can apply by phone and will be eligible for income deeming. In addition, if the household is eligible for income deeming, there is no requirement to conduct a resource test since the resource test was met during the process for the first Emergency benefit.

SSDs must continue to use the Emergency Benefit Budget Worksheet (LDSS-3594B) and it should be marked "Second Emergency Benefit" on the top.

**The Payment Type for this benefit is J1 HEAP Emergency Benefit – Additional Benefit.** All Client Notices System (CNS) procedures will remain in place for this benefit.

**TA Implications:** SSDs must continue to explore the availability of, and individual eligibility for, Regular, Emergency, and/or second 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.

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<sup>1</sup> Whenever 'Temporary Assistance' or 'TA' is used in this document, it means 'Family Assistance' and 'Safety Net Assistance.' Statutorily, these programs are referred to as 'Public Assistance.'

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

March 6, 2015

Page: 2

- II. The Regular benefit, Emergency benefit and second Emergency benefit components will close Friday, March 27, 2015.

All SSDs and alternate certifiers must continue to accept applications for Regular and both Emergency component benefits through close of business (COB) Friday, March 27, 2015. Mail-in applications postmarked or electronic applications received on or before March 27, 2015, meet the deadline and must be processed. The functionality to submit online HEAP applications through myBenefits will be disabled starting at 5:00 pm on March 27, 2015.

All HEAP applications must be processed in accordance with instructions found in the New York State HEAP Manual (revised 12/9/14) and 14-LCM-30. All applications for Regular or Emergency HEAP benefit applications received after the deadline must be denied using CNS denial code F08 (HEAP Application Received after HEAP Program Year Closing Date) or, if needed, by using HEAP Manual Denial Notice LDSS-3494B.

SSDs must continue to submit weekly pending reports, as outlined in 14-LCM-03, until further notice.

Locally paid benefits must be issued timely in accordance with instructions found in 14-LCM-03 and the Indirect Payment Processing Sub-System (IPPS) Manual, chapter 5.

- III. In anticipation of questions and issues related to implementation of the 2014-15 HEAP program changes, and the required district action, the HEAP Bureau has scheduled two conference calls to provide technical assistance to SSDs. Representatives from OTDA's HEAP Bureau will be available for questions related to the program administration. Information on the calls will be forthcoming.

- IV. Information on increases to 2014-15 HEAP administrative allocations will also be forthcoming.