

DATE: October 2, 2015

TO: Subscribers

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

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

SUBJECT: Home Energy Assistance Program (HEAP) Manual

EFFECTIVE DATE: Immediately

CONTACT PERSON: HEAP Bureau (518) 473-0332.

The purpose of this GIS message is to inform local Social Services Districts (SSDs) that the HEAP Manual has been updated for the 2015-16 heating season and was released on Thursday, October 1, 2015. The HEAP Manual is available electronically on Centraport, and may also be found on OTDA's website at <http://otda.ny.gov/resources/>. SSDs may use the updated Manual to administer HEAP and all its components, including Regular, Emergency, Cooling Assistance, and Heating Equipment Repair and Replacement (HERR).

SSDs with questions should contact their HEAP Bureau liaison at (518) 473-0332.