

**DATE:** March 11, 2016

**TO:** Subscribers

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

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

**SUBJECT:** 2015-16 Home Energy Assistance Program Regular and Emergency Benefit  
Components - 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) that the regular and emergency benefit components of the 2015-16 Home Energy Assistance Program (HEAP) have been extended to Friday, April 8, 2016.

All SSDs and Alternate Certifiers must continue to accept applications for regular and emergency benefits through close of business (COB) Friday, April 8, 2016. Mail-in applications postmarked or electronic applications received on or before April 8, 2016 meet the deadline and must be processed. Functionality to submit online regular HEAP applications through myBenefits will be disabled at 5:00 p.m. on April 8, 2016.

Districts are asked to encourage individuals who became recipients of ongoing Temporary Assistance (TA) or Supplemental Nutrition Assistance Program (SNAP) after the autopay pull-down date to apply for HEAP by submitting a HEAP Application (LDSS-3421) or electronically through myBenefits. Receipt of HEAP benefits permits SNAP recipients to receive the full SNAP Standard Utility Allowance (SUA).

All HEAP applications must be processed in accordance with instructions found in the New York State HEAP Manual (revised 10/01/2015) and 15-LCM-17. Locally paid benefits must be issued timely in accordance with instructions found in 15-LCM-17 and the Indirect Payment Processing Sub-System (IPPS) Manual, chapter 5.

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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.'

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All applications for regular or emergency benefits received after the April 8 deadline must be denied using CNS Denial Code F08 (HEAP Application Received after HEAP Program Year Closing Date), or by using HEAP Manual Denial Notice LDSS-3494B.

SSDs must continue to submit weekly pending reports, as outlined in 15-LCM-17, until further notice.

Individuals seeking energy assistance after COB April 8, 2016 must be referred to TA. SSDs may utilize 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) to meet a household's energy needs including a utility (natural gas or electricity) or non-utility (other than natural gas or electricity) energy emergency. See the "Temporary Assistance Energy Manual" for procedures on determining energy assistance.