

DATE: July 22, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, HEAP Coordinators, TA and SNAP Directors

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

SUBJECT: Closing of the 2015-2016 Home Energy Assistance Program Cooling Assistance Component

EFFECTIVE DATE: July 29, 2016

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

The purpose of this GIS message is to inform Social Services Districts (SSDs) that **July 29, 2016** is the closing date for the 2015-2016 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC).

All SSDs and alternate certifiers must continue to accept applications through close of business July 29, 2016. Mail-in applications postmarked on or before the July 29, 2016 deadline must be processed.

All HEAP CAC applications must be processed in accordance with instructions found in 16-LCM-05. Applications received after the CAC closing date of July 29, 2016 must be denied using the HEAP Cooling Assistance Notice of Eligibility Decision Notice (LDSS-4993).

All installations should be completed by September 14, 2016. Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 30, 2016.

All SSDs must continue to submit the HEAP Pending Case Report on a weekly basis until otherwise informed by OTDA. If your district has no pending HEAP CAC applications, please enter "0."

All 2015-16 HEAP administrative funds must be obligated by September 30, 2016 and claims submitted no later than December 31, 2016. Rollover of administrative funds is not permitted.