

DATE: November 22, 2016

TO: Subscribers

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

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: Extension of the 2015 – 2016 Home Energy Assistance Program (HEAP) Heating
Equipment Clean and Tune Program

EFFECTIVE DATE: Immediately

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

The purpose of this GIS message is to inform Social Services Districts (SSDs) that the 2015-2016 Home Energy Assistance Program (HEAP) Heating Equipment Clean and Tune Program has been extended.

All SSDs and alternate certifiers must continue to accept applications until notified by the OTDA HEAP Bureau of the component closing.

All HEAP Clean and Tune applications must be processed in accordance with instructions found in 16-LCM-11.

SSDs must continue to report pending Clean and Tune applications on the HEAP Pending Case Report. If the SSD has no pending Clean and Tune applications, a "0" must be entered for that week. This report will be completed year-round.

SSDs were previously notified that all 2015-16 administrative funds must be obligated by September 30, 2016. Claims must be submitted no later than December 31, 2016. Rollover of administrative funds is not permitted.

Any questions about the component's extension can be address with each SSD's HEAP Bureau liaison.