

DATE: November 10, 2017

TO: Subscriber

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

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

SUBJECT: Home Energy Assistance Program Regular Benefit Component Opening

EFFECTIVE DATE: November 13, 2017

CONTACT PERSON: HEAP Bureau (518) 473-0332

The purpose of this GIS is to provide local Social Services Districts (districts) with information about the opening of the 2017-2018 Home Energy Assistance Program (HEAP) Regular benefit component. The Regular benefit component will open on Monday, November 13, 2017. Districts must begin accepting applications for Regular benefits and may issue payments and guarantees as of this date.

The Regular benefit component is designed to decrease a household's cost of heating their homes. Regular benefits are for households that pay directly for heat or make an undesignated payment for heat in the form of rent. One Regular benefit is available per household for the 2017-2018 HEAP season. Applicants may apply online via: mybenefits.ny.gov, in person, by mail or by fax.

Detailed eligibility requirements and procedures may be found in the NYS [HEAP Manual](#). HEAP forms for program administration including the HEAP Application ([LDSS-3421](#)), the HEAP Desk Guide ([LDSS-5005](#)) and Systems Quick Reference Guide ([LDSS-5099](#)) are available online at: [LDSS E-Forms](#).

Questions related to this GIS and the opening of the 2017-2018 Home Energy Assistance Program should be directed your district's HEAP Bureau liaison.