

DATE: December 11, 2017

TO: Subscribers

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

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

SUBJECT: Home Energy Assistance Program (HEAP) Emergency Benefit Component
Opening

EFFECTIVE DATE: January 2, 2018

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The purpose of this GIS is to provide local social services districts (districts) with information about the opening of the 2017-18 HEAP Emergency benefit component. The Emergency benefit component will open on Tuesday, January 2, 2018. Districts must begin accepting applications for Emergency benefits and may issue guarantees for Emergency benefits on this date.

Emergency benefits are available to assist households with a heating emergency or a heat-related domestic emergency. Only one Emergency benefit of each type is available for the 2017-18 season. Temporary relocation for housing emergencies and propane tank deposits to obtain new propane vendors are available under the Emergency benefit component. Regular component benefits, if available, must be utilized first to resolve heating emergencies for eligible households.

All applicants for the Emergency benefit component may apply via telephone. Applicants for emergency benefits must be permitted to apply in person. Applicants for the Emergency benefit component may not apply via myBenefits.

Districts are required to resolve an eligible household's life-threatening energy emergency within 18 hours of the date of application. If the household faces an imminent loss of heat or utility service to operate a heating source, the crisis must be resolved within 48 hours of the date of application.

To be eligible for an Emergency benefit, applicants must meet the following criteria:

- A Regular HEAP benefit must not be available or any credit remaining on an account is insufficient to resolve the applicant's emergency.
- The applicant is facing a heating emergency or heat-related domestic emergency:
 - The applicant's utility service is terminated or scheduled for termination;

- The applicant's electric utility service necessary to operate the primary heating equipment is terminated or scheduled for termination;
 - The applicant is without heating fuel or has less than one quarter tank of oil, kerosene, or propane; or less than a ten-day supply of other heating fuels.
- The applicant must be the customer of record for the utility or deliverable fuel account.
 - The applicant and all household members must meet the resource limit requirements.
 - Applicant households must not have more than \$2,000 (or \$3,000 if the household contains a member age 60 or older) in available liquid resources.
 - Applicants in receipt of on-going Temporary Assistance (TA) have already been resource tested.

2017-18 HEAP Emergency Component	
Benefit Type	Benefit Amount
Oil, Kerosene, and Propane	\$675
Wood, Wood Pellets, Corn, Coal, or other	\$525
Natural Gas Heat Only	\$350
Natural Gas Heat with Domestic Electric	\$490
Electric Heat	\$490
Heat-Related Electric	\$140
Temporary Relocation	Maximum of \$500 per program year
Propane Tank Installation and Deposit	Maximum of \$500 per program year

Detailed eligibility requirements and procedures are outlined in 17-LCM-14, released November 14, 2017, and in the NYS HEAP Manual which can be accessed via [CentraPort](#).