

DATE: February 8, 2018

TO: Subscribers

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

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

SUBJECT: 2017-18 Home Energy Assistance Program (HEAP) – Second Emergency Benefit and Revised Component Closing Dates

EFFECTIVE DATE: February 12, 2018

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The purpose of this GIS is to inform social services districts (districts) of changes to the 2017-18 Home Energy Assistance Program.

- I. A second HEAP Emergency benefit for heat and heat-related emergencies will be available effective **February 12, 2018**. First and second emergency benefits must not be coupled, and must be issued separately.

Eligibility criteria for the second Emergency benefit will be the same as the first Emergency benefit. Applicants must have exhausted, or have unavailable to them, both the Regular benefit and the first Emergency benefit to be eligible for the second Emergency benefit.

Applicants can apply in their county of residence in person or by phone, and may be eligible for income deeming based on their most recently filed HEAP Application ([LDSS-3421](#)). Districts must continue to use the Emergency Benefit Budget Worksheet ([LDSS-3594B](#)) and it must be marked “Second Emergency Benefit” on the top. Households must meet resource eligibility requirements.

The second Emergency benefit amounts are as follows:

Heating Type	Second Emergency Benefit Amount
Heat-Related Domestic	\$140
Natural Gas – Heat Only	\$350
Natural Gas – Heat Combined with Heat-Related Domestic	\$490
Electric Heat	\$490
Oil, Kerosene, Propane	\$675
Wood, Pellets, Coal, Corn, Other	\$525

Systems Implications:

The payment type for this benefit is **J1 (HEAP Emergency Benefit – Additional Benefit)** for both heat and heat-related emergency payments.

An Emergency HEAP Budget (Benefit Type 'E – Emergency') must be stored on ABEL, with the appropriate emergency type, and the payment amount associated with the pay type must match the HEAP Emergency benefit amount on the HEAP budget. The payment line "From Date" should be the application date.

Client Notice System (CNS) system support is available. Second emergency benefits are authorized and approved using CNS reason code A50.

As with all other HEAP emergency benefits, the second emergency benefit must be issued directly to a participating vendor. Payments meeting the requirement for issuance through the Office of the State Comptroller (OSC) process will be made through OSC.

Detailed procedures are outlined in the "Dear WMS and BICS Coordinator Letter", released August 8, 2017.

Temporary Assistance (TA) Implications:

Districts must continue to explore the availability of, and individual eligibility for, Regular, first Emergency, and/or second Emergency HEAP benefits before issuing a 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) payment to meet a utility (natural gas or electricity) or non-utility (other than natural gas or electricity) energy emergency.

- II. The Regular benefit, first Emergency benefit, and second Emergency benefit components are scheduled to operate through close of business **Friday, April 27, 2018**, or until the funds allocated to these components are exhausted, whichever occurs first.

The Heating Equipment Repair and Replacement (HERR) component will remain open and applications must be accepted through close of business **Friday September 28, 2018**, or until funds allocated to this component are exhausted, whichever occurs first.

Districts will be notified via GIS if there are any changes to the component closing dates.

All districts and alternate certifiers must continue to accept applications for Regular and both Emergency component benefits through close of business (COB) April 27, 2018. Mail-in applications postmarked or electronic applications received on or before April 27, 2018, meet the deadline and must be processed. The functionality to submit online HEAP applications for Regular component benefits through myBenefits will be disabled starting at 5:00 pm on April 27, 2018.

All HEAP applications must be processed in accordance with instructions found in the New York State HEAP Manual (revised 10/01/2015) and [17-LCM-14](#). All applications for Regular or Emergency HEAP benefit applications received after the deadline must be denied using CNS denial code F08 (HEAP Application Received after HEAP Program Year Closing Date) or, if needed, by using HEAP Manual Denial Notice [LDSS-3494B](#).

Districts must continue to submit their HEAP Pending Case Report in eReports on a weekly basis, as outlined in [17-LCM-14](#). Pending Second Emergency benefits must be reported under Emergency HEAP, item 5: “Number of supplemental benefit applications received but not yet processed on WMS”.

- III. The HEAP Bureau has scheduled two conference calls to provide technical assistance to districts in the implementation of 2017-18 program changes. Representatives from OTDA's HEAP Bureau will be available for questions related to the program administration. Information on the calls will be forthcoming under separate cover.
- IV. Information on increases to 2017-18 HEAP administrative allocations will be forthcoming.