

DATE: April 27, 2018

TO: Subscribers

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

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

SUBJECT: 2017-18 Home Energy Assistance Program Regular and Emergency Benefit
Components Closing Date

EFFECTIVE DATE: April 27, 2018

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The purpose of this GIS is to inform social services districts (districts) of 2017-18 Home Energy Assistance Program (HEAP) Regular benefit, first Emergency benefit, and second Emergency benefit components closing date.

The Regular benefit, first Emergency, and second Emergency benefit components will operate through **close of business (COB), Friday April 27, 2018**. Districts and Alternate Certifiers must continue to accept applications for Regular, first Emergency, and second Emergency benefits through COB Friday, April 27, 2018. Mail-in applications postmarked or electronic applications received on or before April 27, 2018 meet the deadline and must be processed. Functionality to submit online Regular benefit HEAP applications through myBenefits will be disabled at 5:00pm 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, first Emergency, and second Emergency benefits received after COB April 27, 2018 must be denied using CNS Denial Code F08 (HEAP Application Received after HEAP Program Year Closing Date), or by using HEAP Manual Denial Notice [LDSS-3494B](#).

Individuals seeking energy assistance after COB April 27, 2018 must be referred to Temporary Assistance (TA). Districts may utilize 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) to meet a household's energy needs including a utility (natural gas or electricity) or non-utility (other than natural gas or electricity) energy emergency. See the "Temporary Assistance Energy Manual" regarding procedures on determining eligibility for energy assistance.

Districts must submit weekly pending reports year-round, as outlined in 17-LMC-14. Once a district has authorized all payments for each component type, they must enter a "0" in that field in the HEAP Pending Case Report. As a reminder, all HEAP Manual Denial Notices (LDSS-3494B) must be tracked and reported on or after September 30, 2018.