

DATE: August 27, 2018

TO: Subscribers

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

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

SUBJECT: Closing of the 2017-2018 Home Energy Assistance Program (HEAP) Cooling Assistance Component and deadline for 2017-2018 HEAP administrative funds

EFFECTIVE DATE: August 31, 2018

CONTACT PERSON: HEAP Bureau (518) 473-0332

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that **Friday, August 31, 2018** is the closing date for the 2017-2018 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC).

All districts and alternate certifiers must continue to accept applications through close of business August 31, 2018. Mail-in applications postmarked on or before August 31, 2018 meet the deadline and must be processed.

All HEAP CAC applications must be processed in accordance with instructions found in 18-LCM-08. Applications received after the CAC closing date of August 31, 2018 must be denied using the Client Notice System (CNS) closing code M09 "Cooling Benefit Denial" or the HEAP Cooling Assistance Notice of Eligibility Decision ([LDSS-4993](#)), if CNS is unavailable.

All installations should be completed by September 14, 2018. Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 28, 2018.

All districts must continue to submit the HEAP Pending Case Report on a weekly basis, which is accessed through Centraport. If your district has no pending HEAP CAC applications, please enter "0" in that field.

All 2017-2018 HEAP administrative funds must be obligated by September 30, 2018 and claims submitted no later than December 31, 2018. Rollover of administrative funds is not permitted.