

DATE: April 17, 2019

TO: Subscribers

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

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

SUBJECT: Home Energy Assistance Program (HEAP) 2018-2019 Cooling Assistance
Component opening date

EFFECTIVE DATE: May 1, 2019

CONTACT PERSON: HEAP Bureau at: 518-473-0332

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the 2018-2019 Cooling Assistance Component (CAC) will open on **Wednesday, May 1, 2019**.

Applications for the 2018-2019 CAC must be accepted as of **Wednesday, May 1, 2019**. Benefits will be provided on a first come, first served basis to eligible applicants through Friday, August 30, 2019, or until funding allocated to this component is exhausted. If the dates of operation are revised, districts will be notified via GIS. Applications for the 2018-2019 CAC must be processed in accordance with instructions found in [18-LCM-20](#), as outlined in the [HEAP Cooling Assistance Component Reference Tool](#).

Districts are required to complete and submit the number of pending HEAP CAC applications weekly, using the established HEAP Pending Case Report in eReports. Districts must begin reporting HEAP CAC pending applications effective Friday, May 3, 2019.

District administrative allocations are to be used to establish each district's local HEAP certification network, including obligations to alternate certifiers, and to meet staffing and operational needs for the 2018-2019 CAC. HEAP administrative and program allocations were issued to districts on January 18, 2019 with the release of [19-LCM-01](#).