

2013–2014 Home Energy Assistance Program (HEAP) Desk Guide

INCOME ELIGIBILITY GUIDELINES *			INELIGIBLE LIVING SITUATIONS
HH Size	Tier I	Tier II	Households in the following living situations are not eligible
1	0 - 1,245	1,246 - 2,175	<ul style="list-style-type: none"> • Individuals paying room and/or room and board in a private residence • Individuals temporarily housed in a motel/hotel or recreational vehicle • Residents of government provided housing on military bases with no heat • Dormitories, agency boarding homes, groups or institutions (licensed and unlicensed) except those listed below • Migrant/seasonal farm workers with no heating or heat-related expenses • Individuals who have no responsibilities for heating costs and do not make payments for heat in the form of rent • Individuals living in motor vehicles or vans
2	0 - 1,680	1,681 - 2,844	
3	0 - 2,116	2,117 - 3,513	
4	0 - 2,551	2,552 - 4,182	
5	0 - 2,987	2,988 - 4,852	
6	0 - 3,422	3,423 - 5,521	
7	0 - 3,858	3,859 - 5,646	
8	0 - 4,293	4,294 - 5,772	
9	0 - 4,729	4,730 - 5,897	
10	0 - 5,164	5,165 - 6,023	
11	0 - 5,600	5,601 - 6,461	
11+	\$436	\$503	<p style="text-align: center;">Households in the following living situations may be eligible for \$1 benefit/See <u>HEAP Manual</u> for eligibility criteria</p> <ul style="list-style-type: none"> • Tenants of government subsidized housing with heat included in rent. Households that pay heat-related electricity may be eligible for emergency benefits. • Residents in specific group living situations. See <u>HEAP Manual</u> for specific WMS Codes/living situations. • NYSNIP participants with Shelter Codes 96 or 97

Categorical Eligibility: A household is categorically income eligible (Tier I) if at least one member of the HEAP household is in receipt of recurring FA, SNAP, or Code A SSI benefits.

*Convert weekly income to monthly by multiplying income by 4.3333.

*Convert bi-weekly income to monthly by multiplying income by 2.1666.

DOCUMENTATION

Address	Identity of Household Members	Income	Social Security Number
<ul style="list-style-type: none"> • Current Rent Receipt with name and address • Utility Bill • Copy of Lease w/address • Water, Sewage or Tax Bill • Homeowner's Ins. Policy • Mortgage Payment Book/ Receipts w/address • Deed 	<ul style="list-style-type: none"> • Driver's License • Birth Certificates/Baptismal Certificates • School Records • Social Security Cards • Marriage Certificates 	<ul style="list-style-type: none"> • Pay Stubs • Business Records OR filed Federal Tax Return for the current year including all applicable schedules if self-employed. • Check(s) (SSA, VA, RR pensions, etc.) • Unemployment Insurance Benefit Amount • Bank Books/Dividend or Interest Statements 	<ul style="list-style-type: none"> • A valid Social Security Number must be provided for all household members.
Vulnerability			Vendor Relationship
Age—under 6 years/ 60 or older	Disabled		<ul style="list-style-type: none"> • A Current Utility/Fuel Bill • Collateral Contact with Utility/Fuel Company
<ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate with date of birth • Passport • Driver's License 	<ul style="list-style-type: none"> • Award Letter • Written Statement of Eligibility for Benefits 		

CITIZENSHIP ELIGIBILITY CRITERIA

• Only US Citizens, US Non-Citizen National or Qualified Non-Citizens are eligible for HEAP

This desk guide is intended as a reference guide. It must be used in conjunction with the policy and procedures established by NYSOTDA and with the HEAP Manual.

REGULAR HEAP

DELIVERABLE FUELS (Oil, Kerosene, Propane)	ADD ON AMOUNTS The following amounts are added to the base benefit, if applicable
BASE BENEFIT = \$600	+ \$25 for Tier I Household + \$25 for Vulnerable Member in Household
DELIVERABLE FUELS (Wood, Pellets, Coal, Corn)	
BASE BENEFIT = \$500	
UTILITIES/MUNICIPAL ELECTRIC HEAT (Natural Gas, PSC Regulated Utilities and Municipal Electric Heat)	HEAT INCLUDED BENEFITS
BASE BENEFIT = \$400	Tier I = \$25 Tier II = \$20

EMERGENCY HEAP

Income Guidelines	Customer of Record
The maximum eligibility guidelines are utilized. A household is categorically income eligible and placed in Tier I if at least one member of the HEAP household is in receipt of recurring FA, SN, SNAP, or Code A SSI.	Applicant must meet customer of record requirements.
Resources	Residence
All available liquid resources must be explored. Applicant households may not have available liquid resources in excess of \$2000 (or \$3000 if the household contains a member age 60 or older) for heat/heat-related emergencies. The HEAP Manual contains a list of resource exemptions.	The applicant must currently reside in the dwelling for which assistance is requested and the residence must be the applicant's primary residence.
Benefits	
Utility Emergencies (Heat or Heat-Related Only) Each utility benefit insures a minimum of thirty (30) days of prospective service.	Non-Utility Heating Emergencies
Category	Benefit
Heat-Related Domestic	\$160
Natural Gas Heat Only	\$400
Natural Gas Heat Combined with Heat-Related Domestic	\$560
Electric Heat	\$560
Oil, Kerosene, Propane: A one-time benefit of \$600 is authorized	
Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$500 is authorized	