



## 2014-2015 Home Energy Assistance Program 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 - 1,264	1,265 - 2,194	<ul style="list-style-type: none"> <li>Individuals paying room or room and board in a private residence</li> <li>Individuals temporarily housed in a motel or hotel or recreational vehicle</li> <li>Residents of government provided housing on military bases with no heat</li> <li>Dormitories, agency boarding homes, groups or institutions (licensed and unlicensed) except those listed below</li> <li>Migrant or seasonal farm workers with no heating or heat-related expenses</li> <li>Individuals who have no responsibilities for heating costs and do not make payments for heat in the form of rent</li> <li>Individuals living in motor vehicles or vans</li> </ul>
2	0 - 1,704	1,705 - 2,869	
3	0 - 2,144	2,145 - 3,544	
4	0 - 2,584	2,585 - 4,219	
5	0 - 3,024	3,025 - 4,894	
6	0 - 3,463	3,464 - 5,569	
7	0 - 3,903	3,904 - 5,696	
8	0 - 4,343	4,344 - 5,822	
9	0 - 4,783	4,784 - 5,949	
10	0 - 5,223	5,224 - 6,076	
11	0 - 5,663	5,664 - 6,534	
11+	+440	+508	<p style="text-align: center;"><b>Households in the following living situations may be eligible for \$21 benefit. See HEAP Manual for eligibility criteria</b></p> <ul style="list-style-type: none"> <li>Tenants of government subsidized housing with heat included in rent. Households that pay heat-related electricity may be eligible for emergency benefits.</li> <li>Residents in specific group living situations. See <a href="#">HEAP Manual</a> for specific WMS Codes/living situations.</li> <li>NYSNIP participants with Shelter Codes 96 or 97</li> </ul>

**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, SN, 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			
Residence	Identity of Household Members	Income	Social Security Number
<ul style="list-style-type: none"> <li>Current Rent Receipt with name and address</li> <li>Statement from Landlord</li> <li>Utility Bill</li> <li>Copy of Lease with address</li> <li>Water, Sewage or Tax Bill</li> <li>Homeowner's Ins. Policy</li> <li>Mortgage Payment Book or Receipts with address</li> <li>Deed</li> </ul>	<ul style="list-style-type: none"> <li>Driver's License</li> <li>Photo ID</li> <li>US Passport or Naturalization Certificate</li> <li>Birth Certificate or Baptismal Certificate</li> <li>Validated Social Security Number</li> <li>Adoption Papers</li> <li>Hospital or Doctor's Records</li> <li>School Records</li> </ul>	<ul style="list-style-type: none"> <li>Pay Stubs</li> <li>Child Support Order or Check</li> <li>Business Records OR filed Federal Tax Return for the current year including all applicable schedules if self-employed.</li> <li>Check(s) (SSA, VA, RR pensions, etc.)</li> <li>Unemployment Insurance Benefit Amount</li> <li>Interest or Bank or Tax Statement</li> <li>Bank Books or Dividend or Interest Statements</li> </ul>	<ul style="list-style-type: none"> <li>A valid Social Security Number must be provided for all household members</li> </ul>
<b>Vulnerability</b>		<b>Vendor Relationship</b>	
<b>Age—under 6 years or 60 or older</b>	<b>Disabled</b>	<p><b>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 <a href="#">HEAP Manual</a>.</b></p>	
<ul style="list-style-type: none"> <li>Birth Certificate</li> <li>Baptismal Certificate with date of birth</li> <li>Passport</li> <li>Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>SSA Award Letter</li> <li>Written Statement of Eligibility for Benefits</li> </ul>		

### CITIZENSHIP ELIGIBILITY CRITERIA

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

<b>REGULAR HEAP</b>		
<b>DELIVERABLE FUELS (Oil, Kerosene, Propane)</b>	<b>ADD ON AMOUNTS</b> The following amounts are added to the base benefit, if applicable	
<b>BASE BENEFIT = \$575</b>	<b>+ \$25 for Tier I Household</b> <b>+ \$25 for Vulnerable Member in Household</b>	
<b>DELIVERABLE FUELS (Wood, Pellets, Coal, Corn)</b>		
<b>BASE BENEFIT = \$500</b>		
<b>UTILITIES/MUNICIPAL ELECTRIC HEAT</b> (Natural Gas, PSC Regulated Utilities and Municipal Electric Heat)	<b>HEAT INCLUDED BENEFITS</b>	
<b>BASE BENEFIT = \$350</b>	<b>Tier I = \$35</b> <b>Tier II = \$30</b> <b>Heat and Eat = \$21</b>	
<b>EMERGENCY HEAP</b>		
<b>Income Guidelines</b>	<b>Customer of Record</b>	
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.	
<b>Resources</b>	<b>Residence</b>	
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 <u>HEAP Manual</u> 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.	
<b>Benefits</b>		
<b>Utility Emergencies</b> (Heat or Heat-Related Only) Each utility benefit insures a minimum of thirty (30) days of prospective service.		<b>Non-Utility Heating Emergencies</b>
<b>Category</b>	<b>Benefit</b>	
Heat-Related Domestic	\$140	<b>Oil, Kerosene, Propane: A one-time benefit of \$575 is authorized</b>
Natural Gas Heat Only	\$350	
Natural Gas Heat Combined with Heat-Related Domestic	\$490	
Electric Heat	\$490	<b>Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$500 is authorized</b>