

## 2016-2017 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 - 1,287	1,288 – 2,300	<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 - 1,736	1,737 – 3,007	
3	0 - 2,184	2,185 – 3,715	
4	0 - 2,633	2,634 – 4,423	
5	0 - 3,081	3,082 – 5,130	
6	0 - 3,530	3,531 – 5,838	
7	0 - 3,979	3,980 – 5,971	
8	0 - 4,430	4,431 – 6,103	
9	0 - 4,880	4,881 – 6,236	
10	0 - 5,331	5,332 – 6,369	
11	0 - 5,782	5,783 – 6,671	
11+	+451	+520	<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 <u>HEAP Manual</u> 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 4.333333.

\*Convert bi-weekly income to monthly by multiplying income by 2.166666.

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/Renter's Ins. Policy</li> <li>• Mortgage Payment Book or Receipts with address</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> <li>• Statement from another person*</li> </ul> <p style="text-align: center;">* Two forms of proof required</p>	<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/Bank/Dividend or Tax Statement</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>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 <u>HEAP Manual</u>.</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>+ \$26 for Tier I Household</b> <b>+ \$25 for Vulnerable Member in Household</b>	
<b>DELIVERABLE FUELS (Wood, Pellets, Coal, Corn)</b>		
<b>BASE BENEFIT = \$525</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>	<b>Oil, Kerosene, Propane: A one-time benefit of \$575 is authorized</b>
Heat-Related Domestic	\$140	<b>Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$525 is authorized</b>
Natural Gas Heat Only	\$350	
Natural Gas Heat Combined with Heat-Related Domestic	\$490	
Electric Heat	\$490	<b>Propane Tank Installation and Deposit: Maximum of \$500 per program year</b>
		<b>Temporary Relocation: Maximum of \$500 per program year</b>