

## New York State 2017-18 Home Energy Assistance Program Administrative Form Guide

| FORM NUMBER | FORM REVISION DATE | NAME   | MANDATORY/ OPTIONAL   |
|-------------|--------------------|--|---|
| LDSS-2642   | Rev 8/12           | Documentation Requirements   | This form is mandatory.                                     |
| LDSS-3421   | Rev 5/17           | Home Energy Assistance Program Application   | This form is mandatory.                                     |
| LDSS-3494A  | Rev 5/16           | Home Energy Assistance Program Notice Of Eligibility Decision - Approval                 | This form is mandatory.                                     |
| LDSS-3494B  | Rev 5/16           | Home Energy Assistance Program Notice of Eligibility Decision - Denial                   | This form is mandatory.                                     |
| LDSS-3594B  | Rev 5/17           | Home Energy Assistance Program Emergency Benefit Budget Worksheet                        | This form is mandatory.                                     |
| LDSS-3785   | Rev 6/15           | Home Energy Assistance Program Self-Employment Worksheet                                 | This form is mandatory.                                     |
| LDSS-3829   | Rev 5/17           | Home Energy Assistance Program Low Income Worksheet                                      | This form is mandatory.                                     |
| LDSS-4867   | Rev 5/17           | Home Energy Assistance Program Heating Equipment Repair and Replacement (HERR) Worksheet | This form is mandatory.                                     |
| LDSS-4867A  | Rev 5/17           | Home Energy Assistance Program Heating Equipment Repair/Replacement Job Proposal         | This form is mandatory.                                     |
| LDSS-4992   | Rev 5/17           | Home Energy Assistance Program Cooling Assistance Application                            | This form is mandatory.                                     |
| LDSS-4993   | Rev 5/17           | Home Energy Assistance Program Cooling Assistance Notice of Eligibility Decision         | This form is mandatory.                                     |
| LDSS-4997   | Rev 5/16           | Home Energy Assistance Program Self-Employment Income Tax Calculation Desk Guide         | This form is mandatory.                                     |
| LDSS-4998   | Rev 5/17           | Home Energy Assistance Program Qualified Alien   | This form is mandatory.                                     |
| LDSS-5000   | Rev 5/17           | Home Energy Assistance Program Guarantee of Payment Letter                               | This form is mandatory if using a written guarantee.        |
| LDSS-5001   | Rev 5/16           | Home Energy Assistance Program Rental Income Calculation Worksheet                       | This form is mandatory.                                     |
| LDSS-5005   | Rev 7/17           | 2017-18 Home Energy Assistance Program (HEAP) Desk Guide                                 | This form is optional; it is a quick reference worker tool. |
| LDSS-5010   | Rev 5/17           | Home Energy Program Assistance Heating Equipment Repair and Replacement Assessment Form  | This form is mandatory.                                     |
| LDSS-5043   | Rev 5/16           | Home Energy Assistance Program Vendor Refund Form  | This form is mandatory.                                     |

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| LDSS-5044   | Rev 5/17 | Home Energy Assistance Program Cooling Assistance Services Invoice                             | This form is mandatory.                                     |
| LDSS-5081   | Rev 5/17 | Home Energy Assistance Program Heating Equipment Clean and Tune Request for Benefit            | This form is mandatory.                                     |
| LDSS-5082   | Rev 5/17 | Home Energy Assistance Program Heating Equipment Clean and Tune Notice of Eligibility Decision | This form is mandatory.                                     |
| LDSS-5083   | Rev 5/17 | Home Energy Assistance Program Heating Equipment Clean and Tune Services Invoice               | This form is mandatory.                                     |
| LDSS-5099   | Rev 5/17 | 2017-2018 HEAP Systems Quick Reference Tool  | This form is optional; it is a quick reference worker tool. |
| PUB 4735  | Rev 8/15 | Keep the Heat On With HEAP Brochure  | This publication is optional.                               |
| PUB 5007  | Rev 5/17 | Keep the Heat On With HEAP Poster  | This publication is optional.                               |
| <b>Please refer to HEAP Manual for proper use of these forms.</b> |          |  |   |