

## 2018-2019 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 - 1,315	1,316 – 2,391	<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>• 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 roadworthy motor vehicles or vans</li> <li>• Residents of government provided housing on military bases with no heating or heat related expenses</li> </ul>
2	0 - 1,783	1,784 – 3,127	
3	0 - 2,251	2,252 – 3,863	
4	0 - 2,719	2,720 – 4,598	
5	0 - 3,187	3,188 – 5,334	
6	0 - 3,655	3,656 – 6,070	
7	0 - 4,123	4,124 – 6,208	
8	0 - 4,591	4,592 – 6,346	
9	0 - 5,059	5,060 – 6,483	
10	0 - 5,527	5,528 – 6,621	
11	0 - 5,995	5,996 – 6,918	
11+	+468**	+540**	<p style="text-align: center;"><b>Households in the following living situations may be eligible for \$21 benefit. See <u>HEAP Manual</u> 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.

\*\* Amount increased per household member.

DOCUMENTATION			
Residence	Social Security Number	Income	Identity
<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>• A valid Social Security Number must be provided for all household members</li> </ul>	<ul style="list-style-type: none"> <li>• Pay Stubs for the most recent four (4) weeks</li> <li>• Business records for the most recent (3) months OR filed federal tax return for the current year, including all applicable schedules if self-employed or receiving rental income</li> <li>• Child support or alimony/spousal support order or check</li> <li>• Interest/Bank/Dividend or Tax Statement</li> <li>• Copy of award letter or official correspondence (SS/SSI/SSD, VA, UIB, WC, Pensions, etc.)</li> <li>• SDX</li> <li>• SOLQ</li> </ul>	Provide one of the following: <ul style="list-style-type: none"> <li>• Driver's License</li> <li>• Photo ID</li> <li>• US Passport or Naturalization Certificate</li> <li>• Adoption Papers, Hospital or Doctor's Records</li> <li>• School Records</li> </ul> <p style="text-align: center;"><b>OR</b></p> Provide two of the following: <ul style="list-style-type: none"> <li>• Birth Certificate or Baptismal certificate</li> <li>• Validated Social Security Card</li> <li>• Statement from another person</li> </ul>
	Vendor Relationship		<ul style="list-style-type: none"> <li>• A Current Utility or Fuel Bill</li> <li>• Collateral Contact with Utility or Fuel Company</li> </ul>
Vulnerability			
Age—under 6 years or 60 or older	Disabled		CITIZENSHIP ELIGIBILITY CRITERIA
<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> <li>• SOLQ</li> </ul>		<ul style="list-style-type: none"> <li>• Applicant attestation</li> </ul>

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

<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 = \$675</b>	+ \$26 for Tier I Household + \$25 for Vulnerable Member in Household	
<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>	Tier I = \$35 Tier II = \$30 Heat and Eat = \$21	
<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 (Heat or Heat-Related Only)</b> 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 \$675 is authorized</b>
<b>Heat-Related Domestic</b>	<b>\$140</b>	<b>Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$525 is authorized</b>
<b>Natural Gas Heat Only</b>	<b>\$350</b>	
<b>Natural Gas Heat Combined with Heat-Related Domestic</b>	<b>\$490</b>	<b>Propane Tank Installation and Deposit: Maximum of \$500 per program year</b>
<b>Electric Heat</b>	<b>\$490</b>	<b>Temporary Relocation: Maximum of \$500 per program year</b>