

2019-2020 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 - 1,353	1,354 – 2,494	<ul style="list-style-type: none"> • Individuals paying room or room and board in a private residence • Individuals temporarily housed in a motel or hotel or recreational vehicle • Dormitories, agency boarding homes, groups or institutions (licensed and unlicensed) except those listed below • Migrant or 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 roadworthy motor vehicles or vans • Residents of government provided housing on military bases with no heating or heat related expenses
2	0 - 1,832	1,833 – 3,262	
3	0 - 2,311	2,312 – 4,030	
4	0 - 2,790	2,791 – 4,797	
5	0 - 3,268	3,269 – 5,565	
6	0 - 3,747	3,748 – 6,332	
7	0 - 4,226	4,227 – 6,476	
8	0 - 4,705	4,706 – 6,620	
9	0 - 5,184	5,185 – 6,764	
10	0 - 5,663	5,664 – 6,908	
11	0 - 6,141	6,142 – 7,086	
11+	+479**	+553**	<p style="text-align: center;">Households in the following living situations may be eligible for \$21 benefit. See HEAP Manual 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, 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"> • Current Rent Receipt with name and address • Statement from Landlord • Utility Bill • Copy of Lease with address • Water, Sewage or Tax Bill • Homeowner's/Renter's Ins. Policy • Mortgage Payment Book or Receipts with address 	<ul style="list-style-type: none"> • A valid Social Security Number must be provided for all household members 	<ul style="list-style-type: none"> • Pay Stubs for the most recent four (4) weeks • 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 • Child support or alimony/spousal support order or check • Interest/Bank/Dividend or Tax Statement • Copy of award letter or official correspondence (SS/SSI/SSD, VA, UIB, WC, Pensions, etc.) • SDX • SOLQ 	Provide one of the following: <ul style="list-style-type: none"> • Driver's License • Photo ID • US Passport or Naturalization Certificate • Adoption Papers, Hospital or Doctor's Records • School Records <p style="text-align: center;">OR</p> Provide two of the following: <ul style="list-style-type: none"> • Birth Certificate or Baptismal certificate • Validated Social Security Card • Statement from another person
	Vendor Relationship		<ul style="list-style-type: none"> • A Current Utility or Fuel Bill • Collateral Contact with Utility or Fuel Company
Vulnerability			
Age—under 6 years or 60 or older	Disabled		
<ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate with date of birth • Passport • Driver's License 	<ul style="list-style-type: none"> • SSA Award Letter • Written Statement of Eligibility for Benefits • SOLQ 		<p style="text-align: center;">CITIZENSHIP ELIGIBILITY CRITERIA</p> <ul style="list-style-type: none"> • Applicant attestation

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.

REGULAR HEAP		
DELIVERABLE FUELS (Oil, Kerosene, Propane)	ADD ON AMOUNTS The following amounts are added to the base benefit, if applicable	
BASE BENEFIT = \$675	+ \$26 for Tier I Household + \$25 for Vulnerable Member in Household	
DELIVERABLE FUELS (Wood, Pellets, Coal, Corn)		
BASE BENEFIT = \$525		
UTILITIES/MUNICIPAL ELECTRIC HEAT (Natural Gas, PSC Regulated Utilities and Municipal Electric Heat)	HEAT INCLUDED BENEFITS	
BASE BENEFIT = \$350	Tier I = \$35 Tier II = \$30 Heat and Eat = \$21	
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 <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.	
Benefits		
Utility Emergencies (Heat or Heat-Related Only)	Non-Utility Heating Emergencies	
Each utility benefit insures a minimum of thirty (30) days of prospective service.		
Category	Benefit	Oil, Kerosene, Propane: A one-time benefit of \$675 is authorized
Heat-Related Domestic	\$140	Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$525 is authorized
Natural Gas Heat Only	\$350	
Natural Gas Heat Combined with Heat-Related Domestic	\$490	Propane Tank Installation and Deposit: Maximum of \$500 per program year
Electric Heat	\$490	Temporary Relocation: Maximum of \$500 per program year