

## New York State 2022-2023 Home Energy Assistance Program Administrative Form Guide

| FORM NUMBER | FORM REVISION DATE | NAME  | MANDATORY/ OPTIONAL                    |
|-------------|--------------------|---|--|
| LDSS-2642   | Rev 8/12           | Documentation Requirements  | Mandatory                              |
| LDSS-3421   | Rev 5/22           | HEAP Application  | Mandatory                              |
| LDSS-3494A  | Rev 5/20           | HEAP Notice Of Eligibility Decision - Approval                        | Mandatory                              |
| LDSS-3494B  | Rev 5/20           | HEAP Notice of Eligibility Decision - Denial                          | Mandatory                              |
| LDSS-3594B  | Rev 7/22           | HEAP Emergency Benefit Budget Worksheet                               | Mandatory                              |
| LDSS-3785   | Rev 5/18           | HEAP 3 Month Method Self-Employment Worksheet                         | Mandatory                              |
| LDSS-3829   | Rev 5/18           | HEAP Low Income Worksheet   | Mandatory                              |
| LDSS-4867   | Rev 5/19           | HEAP Heating Equipment Repair and Replacement (HERR) Worksheet        | Mandatory                              |
| LDSS-4867A  | Rev 5/19           | HEAP Heating Equipment Repair/Replacement Job Proposal                | Mandatory                              |
| LDSS-4992   | Rev 7/21           | HEAP Cooling Assistance Request For Benefit                           | Mandatory                              |
| LDSS-4997   | Rev 5/18           | HEAP 12 Month Method Self-Employment Income Tax Calculation Worksheet | Mandatory                              |
| LDSS-4998   | Rev 5/17           | Home Energy Assistance Program Qualified Alien                        | Mandatory                              |
| LDSS-5000   | Rev 7/22           | HEAP Guarantee of Payment Letter                                      | Mandatory if using a written guarantee |
| LDSS-5001   | Rev 5/18           | HEAP 3 Month Method Rental Income Calculation Worksheet               | Mandatory                              |
| LDSS-5005   | Rev 7/22           | 2022-2023 HEAP Desk Guide   | Optional                               |
| LDSS-5010   | Rev 5/20           | HEAP Heating Equipment Repair and Replacement Screening Form          | Mandatory                              |
| LDSS-5043   | Rev 5/16           | HEAP Vendor Refund Form   | Mandatory                              |
| LDSS-5044   | Rev 7/18           | HEAP Cooling Assistance Services Invoice                              | Mandatory                              |
| LDSS-5081   | Rev 7/22           | HEAP Heating Equipment Clean and Tune Request for Benefit             | Mandatory                              |
| LDSS-5083   | Rev 5/18           | HEAP Heating Equipment Clean and Tune Services Invoice                | Mandatory                              |
| LDSS-5099   | Rev 7/22           | 2022-2023 HEAP Systems Quick Reference Tool                           | Optional                               |
| PUB 4735    | Rev 8/15           | Keep the Heat On With HEAP Brochure                                   | Optional                               |
| PUB 5007    | Rev 5/17           | Keep the Heat On With HEAP Poster                                     | Optional                               |
| PUB 5157    | Rev 2/20           | No Cost Clean and Tune (English/Spanish)                              | Optional                               |
| PUB 5182    | Rev 4/20           | Beat the heat with HEAP! (English/Spanish)                            | Optional                               |

**Please refer to HEAP Manual for proper use of these forms.**