



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-10
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs/Office of Temporary and Disability Assistance
Date:	August 2, 2024
Subject:	Home Energy Assistance Program (HEAP) Low Income Worksheet (LDSS-3829) Obsolete
Contact Person(s):	HEAP Bureau at (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	None

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of changes to the mandated Local Department of Social Services (LDSS) HEAP forms.

II. Background

The LDSS-3829 was used when households had zero or low income. This form is now obsolete and is no longer a mandated LDSS form for HEAP, effective with the date of this release. The LDSS-3829 has been removed from the OTDA Intranet [LDSS E-Forms](#) page and is no longer available for download or ordering. The HEAP Low Income tab will be removed from myWorkspace in mid-August and will no longer be available for completion.

III. Program Implications

Upon the release of this LCM, districts must discontinue use of the LDSS-3829 and destroy all copies, including any previously approved Local Equivalent (LE). This form is no longer required for HEAP applicants whose income is zero, or whose shelter costs exceed their income. Basic maintenance for these households may be explored during the eligibility interview at the district's discretion.

The changes identified in this LCM supersede policy contained in the HEAP Manual (Rev. 7/1/2021) and any other previously released policy documentation.

Issued By:

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Division/Office: Employment and Income Support Programs/Office of Temporary and Disability Assistance