

## 2024-2025 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 - 1,631	1,632 – 3,322	<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> <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>
2	0 – 2,214	2,215 – 4,345	
3	0 - 2,797	2,798 – 5,367	
4	0 – 3,380	3,381 – 6,390	
5	0 - 3,962	3,963 – 7,412	
6	0 – 4,545	4,546 – 8,434	
7	0 – 5,128	5,129 – 8,626	
8	0 – 5,711	5,712 – 8,818	
9	0 – 6,294	6,295 – 9,010	
10	0 – 6,877	6,878 – 9,201	
11	0 – 7,459	7,460 – 9,393	
12	0 – 8,042	8,043 – 9,585	
13	0 – 8,625	8,626 – 9,952	
14+	+582**	+672**	

**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, 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 that have a Social Security Number</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		
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.**

Regular HEAP		
<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 = \$900</b>	+ \$61 for Tier I household + \$35 for Vulnerable member in household	
<b>Deliverable Fuels (Wood, Pellets, Coal, Corn)</b>		
<b>Base Benefit = \$635</b>		
<b>Utilities/Municipal Electric Heat (Natural Gas, PSC Regulated Utilities and Municipal Electric Heat)</b>	<b>Heat Included Benefits</b>	
<b>Base Benefit = \$400</b>	Tier I = \$50 Tier II = \$45 Heat and Eat = \$21	
Emergency HEAP		
<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, 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 \$2500 (or \$3750 if the household contains a member age 60 or older, or under age 6) 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		
<b>Utility Emergencies (Heat or Heat-Related Only)</b>  Each utility benefit ensures 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 \$900 is authorized</b>
Heat-Related Domestic	\$185	<b>Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$635 is authorized</b>
Natural Gas Heat Only	\$400	
Natural Gas Heat Combined with Heat-Related Domestic	\$585	<b>Propane tank installation and deposit: Maximum of \$500 per program year</b>
Electric Heat	\$585	<b>Temporary relocation: Maximum of \$500 per program year</b>