

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

October 6, 2008

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TO: Commissioners; TA Directors; FS Directors; WMS Coordinators; CAP/TOP Coordinators;
HEAP Coordinators

FROM: Russell Sykes, Deputy Commissioner, Center for Employment & Economic Supports

SUBJECT: Meeting Energy Emergencies with HEAP

EFFECTIVE DATE: November 3, 2008

CONTACT PERSON: Temporary Assistance Bureau at 1-800-343-8859; ext. 4-9344
HEAP Bureau at 1-800-343-8859; ext. 3-0332

The purpose of this message is to reiterate a Temporary Assistance (TA) requirement that with the November 3, 2008 opening of the Home Energy Assistance Program (HEAP), districts must explore the availability of and individual eligibility for HEAP benefits before issuing a TA payment to meet utility or non-utility energy related emergencies. Districts must utilize HEAP to meet an energy emergency if:

- HEAP is available (November 3, 2008 or later), and
- HEAP eligibility is affirmed, and
- The HEAP benefit available meets the energy emergency.

Districts must utilize the following procedures when addressing energy emergencies associated with heating, heat-related domestic energy, heating equipment repair/replacement, and/or alternative housing accommodations:

- Explore the availability of regular HEAP before considering emergency HEAP.
- If regular HEAP is not available, or does not meet the emergency, explore the availability of emergency HEAP.
- If HEAP, both regular and emergency, is not available, for example the applicant/recipient has exhausted his/her HEAP benefits for the current program year or the HEAP program closed for the current program year, districts must determine the applicant's/recipient's eligibility for TA benefits. To determine eligibility for a TA benefit to meet an energy emergency, districts must follow the policies and procedures outlined in the Energy Manual, and the LDSS-4884, "TA Energy Emergencies Comparison Table" released by 06 INF-18.
- Any applicant for regular or emergency HEAP who fails to comply with a HEAP eligibility requirement is deemed to have failed to apply for and utilize a benefit or resource that will eliminate the need for TA in accordance with 18 NYCRR § 351.1(b)(2)(iii) and is ineligible for any TA benefit to meet the energy emergency, including housing accommodations.