GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

April 9, 2013

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors, HEAP Coordinators, Staff Development, WMS Coordinators

FROM: Phyllis Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: Reporting Applications for the 2012-2013 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC)

EFFECTIVE DATE: Immediately

CONTACT PERSON: HEAP Bureau at 1-(800) 343-8859, extension 3-0332

The purpose of this GIS message is to inform Social Services Districts (SSDs) about the process for reporting applications for the 2012-2013 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC).

Due to the limited funding for the HEAP CAC it is essential that Office of Temporary and Disability Assistance (OTDA) track pending expenditures. SSDs were instructed in 13-LCM-01, "2012-2013 Home Energy Assistance Program (HEAP) Cooling Assistance Component" (13-LCM-01), that a daily electronic report of new HEAP CAC applications and denials must be submitted starting on April 1st and continuing until further notice from OTDA. Reports must be submitted to OTDA via the **HEAP Daily Cooling Tracking Log,** found under E-reports in CentraPort, no later than 12:00 p.m. on the business day following the report date. For example, the SSD will access the report for April 1, 2013 on the morning of April 2nd and list all the HEAP CAC applications received and denials mailed on April 1st.

To access E-Reports go to CentraPort https://centraport.otda.state.nyenet/centraport/

1. Access the CentraPort menu.
2. On the left side, expand the Applications menu.
3. E-Reports is the last selection.
4. Select E-Reports, this will bring you to the E-Reports menu.
5. Select **HEAP Daily Cooling Tracking Log.**
6. Select your district from the drop down menu.
7. Select the report date from the drop down menu.
8. The report form will then be open.
9. For applications received the prior business day, please enter the case number or application registration number if there is no case number.
10. For denials, enter the case number in the search bar. When you have located that case, check the denied box next to that case number.

11. For up front denials districts will be able to check the denial box when initially entering the case or application registration number.
12. Please remember to save twice.

If an SSD did not receive any applications on a given day, follow the same steps to add a case to the HEAP Daily Cooling Tracking Log except in step 9, place the digit **zero (0)** instead of a case number. Do not put a zero **(0) in any other field (s) in the report, otherwise the accounting of the data will be incorrect.**

Additionally, the draft HEAP Cooling Assistance Notice of Eligibility Decision attached to 13-LCM-01 contained the incorrect form number LDSS-4943. The correct form number is LDSS-4993. This form can be accessed via CentraPort under Forms.