

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

January 6, 2014

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TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors, HEAP Coordinators

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

SUBJECT: Updated HEAP Brochure PUB-4735 and HEAP Poster PUB-5007

EFFECTIVE DATE: Immediately

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

The purpose of this GIS message is to inform Social Services Districts (SSDs) that effective immediately the Home Energy Assistance Program (HEAP) brochure and poster have been updated for the 2013-2014 HEAP season.

The new English and Spanish versions of the PUB-4735: "Keep the Heat on With HEAP" brochure and PUB-5007 "Keep the Heat on With HEAP" poster are forms printed by the New York State Office of Temporary and Disability Assistance (OTDA).

The above referenced documents have been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and may be available for downloading by local districts for reproduction locally, depending on print specifications.

Upon the release of this GIS all previous versions of the PUB-4735 "Keep the Heat on With HEAP" brochure and PUB-4735A "Keep the Heat on With HEAP" poster must immediately be destroyed and replaced with the revised 10/13 versions.

Requests for printed copies of PUB-4735 and PUB-5007, should be submitted to the New York State Office of Temporary and Disability Assistance (OTDA) using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990

Albany, NY 12201

E-mail: forms.orders@otda.ny.gov

Social Services Districts (SSD) online forms ordering system: <http://formorders/>

Fax: (518) 402-0084

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Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

Any previously approved Local Equivalent of this form should be resubmitted, reflecting the current updates, to the mailing address above for review and approval.

In addition to a HEAP grant, there are other simple steps you can take to stay warm and help manage your fuel bills this winter:



- Ask your heating fuel dealer about payment and price protection plans that they may offer.
- Avoid delivery fees. Waiting until the last minute to order more fuel may end up costing you an extra fee of \$100.00 or more for an emergency or “off cycle” delivery. This is money that could have been used to buy more fuel to heat your home.
- Lower your thermostat at night before you go to bed and when you leave the house.
- Use caulking or weather stripping to seal openings around doors, windows, and kitchen and dryer vents. If you can feel a draft, cold air is leaking in, and you’re losing energy. Sealing your home will also make you more comfortable.
- Keep windows closed and dress warmly.
- Keep your thermostat only as high as you need to. Each degree that you lower your thermostat will save you energy and money. The better you’ve sealed up your home, the lower you should be able to keep your thermostat and still be comfortable.
- Turn down the thermostat on your hot water heater.
- Turn off lights and other appliances when not in use.

For information on programs that could help make your energy costs more affordable, please visit the New York State Energy Research and Development Authority website at nyscrda.ny.gov/residential or call 1-866-NYSERDA (1-866-697-3732).

If your home is in need of weatherization services, please contact the New York State Homes and Community Renewal at 1-866-275-3427 or visit: <http://www.nyshcr.org/Programs/weatherizationassistance/>



Keep the Heat On With HEAP

Home Energy Assistance Program

New York State makes it easier for low-income New Yorkers to get HEAP benefits that help them pay for their heating bills.

The only way to know if you qualify is to apply.

Check your eligibility
for a range of benefits and
apply for HEAP at
myBenefits.ny.gov

For more information
1-800-342-3009



New York State
Office of Temporary and
Disability Assistance

otda.ny.gov

Pub 4735 (Rev. 10/13)

Keep the Heat On WITH HEAP



Home Energy
Assistance Program

HEAP

HEAP (Home Energy Assistance Program) helps low-income people pay for their energy bills. If your bills are more than you can handle, HEAP may be able to help you heat your home...

HEAP May Be Able to Help You if Your Source of Heat is:

- Electricity
- Natural Gas
- Oil
- Coal
- Propane
- Wood/Wood Pellets
- Kerosene
- Corn



You May be Eligible for a Regular HEAP Benefit If:

- You and your household members are U.S. Citizens, U.S. non-citizen nationals or qualified aliens and
- You provide a valid Social Security Number for each household member and
- You receive Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance (TA) or Supplemental Security Income (SSI Living Alone) or
- Your total monthly household income is at or below the HEAP income guidelines. The guidelines can be found at: otda.ny.gov/programs/heap/



How Do You Apply?

You can apply for a HEAP benefit the following ways:

- You can apply at your local department of social services or at many local community organizations
- You can contact your local department of social services by phone to request a HEAP application to be mailed to you
- You can visit: mybenefits.ny.gov to apply online if you live outside of New York City

If you qualify for HEAP, you may be eligible for Supplemental Nutrition Assistance Program (SNAP) benefits. Check your eligibility and apply for SNAP at myBenefits.ny.gov



HEAP benefit amounts will vary depending on your household income and may be available even if your heat is included in your rent.

You may be eligible for a regular HEAP benefit even if you have money in the bank, stocks, bonds or other resources.



What Information Do I Need to Provide?

- A copy of your current rent receipt that includes your address, your lease, or mortgage receipt and
- A current fuel and/or utility bill or a statement from your landlord that your heat and/or utilities are included in your rent.

You will also need proof of the total current monthly income for all the members in your household for the month that you apply. Your proof may include:

- Pay stubs for the last 4 weeks
- Unemployment Insurance Benefits award letter
- Bank book, interest or dividend statements
- Social Security award letter and/or gross pension amount
- Business records for the most recent 3 months, or your current year's filed federal tax return or prior tax year, if you have not yet filed for the current year, including all applicable schedules if you are self-employed.

You will also need to bring one of the following for each person in your household:

- Photo ID
- Naturalization Certificate
- Hospital/Doctor's Records
- Driver's License
- US Passport
- Adoption Papers

What if You Have an Energy Emergency?

If you have an energy-related emergency, such as a utility termination notice or less than a quarter tank/ten-day supply of heating fuel, you can apply for a HEAP emergency benefit at your local department of social services. If you are eligible, a HEAP emergency benefit may be issued in addition to your regular HEAP benefit.

To Be Eligible for a HEAP Emergency Benefit:

- Your income is at or below the current income guidelines, or you receive Family Assistance, Safety Net Assistance, SNAP or Code A Supplemental Security Income and
- Your natural gas or electric heat is off or scheduled to be terminated or
- If you are out of or have less than 1/4 tank of fuel (oil, kerosene, propane) or less than a ten-day supply of wood or coal, other fuel source or
- Your electricity is necessary for your heating system to work and is either terminated or scheduled to be terminated.

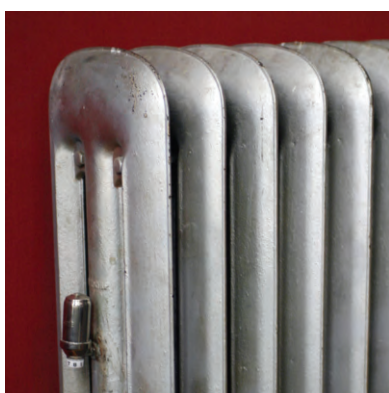
And....

- The heating and/or electric bill is in your name and
- Your dwelling is your primary residence and you are currently residing in the dwelling at the time of your application and
- You do not have liquid resources exceeding the limits. For fuel or electric emergencies, your household's available liquid resources cannot be more than \$2,000, or \$3,000 if you have someone age 60 or older in your household.



Keep the Heat On With HEAP

Home Energy Assistance Program



HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home.

If you qualify for HEAP, you may be eligible for Supplemental Nutrition Assistance Program (SNAP) benefits.

New York State Office of Temporary and Disability Assistance
otda.ny.gov
Pub 5007 (10/13)

Call 1-800-342-3009
For more information
about HEAP
otda.ny.gov/programs/heap

Check your eligibility for a range of benefits and apply for HEAP and SNAP at myBenefits.ny.gov