

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

March 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: Closing Dates for 2013-14 Home Energy Assistance Program (HEAP)
Regular and Emergency Components

EFFECTIVE DATES: March 14, 2014 (Regular Component)
March 17, 2014 (Emergency Component)

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) that Friday, March 14, 2014, is the closing date for the Regular Component of the 2013-2014 Home Energy Assistance Program (HEAP) and Monday, March 17, 2014, is the closing date for the Emergency Component of the 2013-2014 HEAP program.

All SSDs and alternate certifiers must continue to accept applications for Regular Component benefits through close of business (COB) Friday, March 14, 2014. Mail-in applications postmarked or electronic applications received on or before March 14, 2014 meet the deadline and must be processed. The functionality to submit online HEAP applications through myBenefits will be disabled COB March 14, 2014.

All SSDs and alternate certifiers must continue to accept applications for Emergency Component benefits through COB Monday, March 17, 2014. Applications for Emergency Component benefits received on or before March 17, 2014, meet the deadline and must be processed.

All HEAP applications must be processed in accordance with instructions found in the New York State HEAP Manual (revised 11-13-13) and 13-LCM-14. All applications for Regular or Emergency HEAP benefit applications received after the deadline must be denied using CNS denial code F08 (HEAP Application Received after HEAP Program Year Closing Date) or, if needed, by using HEAP Manual Denial Notice LDSS-3494B.

SSDs must continue to submit weekly pending reports, as outlined in 13-LCM-14 and in GIS 14 TA/DC005, until further notice. Locally paid benefits must be issued timely in accordance with instructions found in 13-LCM-14 and the Indirect Payment Processing Sub-System (IPPS) Manual, chapter 5.

All 2013-2014 HEAP administrative funds must be obligated by September 30, 2014, and claims submitted no later than December 31, 2014. Rollover of HEAP administrative funds is not permitted.

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Individuals seeking energy assistance after COB March 17, 2014, must be referred to Temporary Assistance (TA). SSDs may utilize Family Assistance (FA), Safety Net Assistance (SNA), Emergency Assistance to Needy Families with Children (EAF), Emergency Safety Net Assistance (ESNA) or Emergency Assistance for Adults (EAA) to meet a household's energy needs including a utility (natural gas or electricity) or non-utility (other than natural gas or electricity) energy emergency. See the "Temporary Assistance Energy Manual" for procedures on determining energy assistance.