

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

June 19, 2014

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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: Closing of the 2013-2014 Home Energy Assistance Program Cooling Assistance Component

EFFECTIVE DATE: June 26, 2014

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 June 26, 2014 is the closing date for the 2013-2014 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC).

All SSDs and alternate certifiers must continue to accept applications through close of business June 26, 2014. Mail-in applications postmarked on or before the June 26, 2014 deadline must be processed.

All HEAP cooling applications must be processed in accordance with instructions found in 14-LCM-03. Applications received after the Cooling Component closing date of June 26, 2014 must be denied using the HEAP Cooling Assistance Notice of Eligibility Decision Notice (LDSS-4993).

All installations should be completed by September 12, 2014. Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 30, 2014.

SSDs must continue to track pending expenditures, as outlined in 14-LCM-03, until further notice.

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