

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

March 26, 2015

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TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA¹ and SNAP Directors, HEAP Coordinators

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

SUBJECT: 2014-15 Home Energy Assistance Program Regular and Emergency Benefit Components
Closing Date

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) that Friday, March 27, 2015, is the closing date for both the Regular and Emergency benefit components of the 2014-2015 Home Energy Assistance Program (HEAP).

All SSDs and alternate certifiers must continue to accept applications for both the Regular and Emergency benefit components through close of business (COB) Friday, March 27, 2015. Mail-in applications postmarked on or electronic applications received on or before March 27, 2015 meet the deadline and must be processed. The functionality to submit online HEAP applications through myBenefits will be disabled as of 5:00 p.m. March 27, 2015.

All HEAP applications must be processed in accordance with instructions found in the New York State HEAP Manual (revised 12/9/2014) and 14-LCM-13. 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 14-LCM-13, until further notice. Locally paid benefits must be issued timely in accordance with instructions found in 14-LCM-13 and the Indirect Payment Processing Sub-System (IPPS) Manual, chapter 5.

All 2014-2015 HEAP administrative funds must be obligated by September 30, 2015, and claims submitted no later than December 31, 2015. Rollover of HEAP administrative funds is not permitted.

Individuals seeking energy assistance after COB March 27, 2015, 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.

¹ Whenever 'Temporary Assistance' or 'TA' is used in this document, it means 'Family Assistance' and 'Safety Net Assistance.' Statutorily, these programs are referred to as 'Public Assistance.'