

DATE: May 29, 2015

TO: Subscribers

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

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

SUBJECT: 2014-15 Home Energy Assistance Program (HEAP) Pending Report Closing

EFFECTIVE DATE: Immediately

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

The purpose of this GIS message is to inform local Social Services Districts (SSDs) that as of Friday, June 5, 2015, the 2014-15 Home Energy Assistance Program (HEAP) pending reports will end. E-Reports will stop sending email reminders and no further submissions will be necessary for the 2014-15 program year. Pending reports for the 2015-16 program year will begin on Friday September 11, 2015. **Please continue to submit daily reports to the HEAP Cooling Tracking Log. You will be notified separately of its closing.**

If an SSD has not completed processing all Regular, Emergency, and Heating Equipment Repair/Replacement benefit applications in myWorkspace or the Welfare Management System (WMS), please continue to submit a weekly report by email to Matt Trotta at Matthew.Trotta@otda.ny.gov or by fax at (518) 474-9347 until all of your cases have been processed.

If an SSD has any changes in their designee, please provide the HEAP Bureau with the following information for the person or persons that you would like to have access to eReports: (a) name, (b) user ID, (c) email address, (d) phone number, and (e) fax number. This information can be e-mailed to Matt Trotta at Matthew.Trotta@otda.ny.gov. If you have questions, please call your HEAP Bureau liaison at (518) 473-0332