

**DATE:** August 24, 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:** Closing of the 2014-2015 Home Energy Assistance Program Cooling Assistance Component

**EFFECTIVE DATE:** August 31, 2015

**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 August 31, 2015, is the closing date for the 2014-2015 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC).

All SSDs and alternate certifiers must continue to accept applications through close of business August 31, 2015. Mail-in applications postmarked on or before the August 31, 2015, deadline must be processed.

All HEAP CAC applications must be processed in accordance with instructions found in 15-LCM-03. Applications received after the CAC closing date of August 31, 2015, must be denied using the HEAP Cooling Assistance Notice of Eligibility Decision Notice (LDSS-4993).

All installations should be completed by September 14, 2015. Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 30, 2015.

As of Monday August 31, 2015, entering the number of applications received for the 2014-2015 HEAP CAC into the Cooling Assistance Tracking Log is no longer required. This report will be disabled in eReports until such time that the CAC reopens.

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