

**DATE:** October 2, 2015

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA Directors, SNAP Directors, Employment Coordinators, Staff Development Coordinators, HEAP Coordinators

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

**SUBJECT:** Home Energy Assistance Program (HEAP) Manual

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** HEAP Bureau (518) 473-0332.

The purpose of this GIS message is to inform local Social Services Districts (SSDs) that the HEAP Manual has been updated for the 2015-16 heating season and was released on Thursday, October 1, 2015. The HEAP Manual is available electronically on Centraport, and may also be found on OTDA's website at <http://otda.ny.gov/resources/>. SSDs may use the updated Manual to administer HEAP and all its components, including Regular, Emergency, Cooling Assistance, and Heating Equipment Repair and Replacement (HERR).

SSDs with questions should contact their HEAP Bureau liaison at (518) 473-0332.