

DATE: February 1, 2017

TO: Subscribers

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

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: Closing of the 2015-2016 Home Energy Assistance Program (HEAP) Heating Equipment Clean and Tune Program

EFFECTIVE DATE: February 3, 2017

CONTACT PERSON: HEAP Bureau at 518-473-0332

The purpose of this GIS message is to inform Social Services Districts (SSDs) that **Friday, February 3, 2017** is the closing date for the 2015-2016 Home Energy Assistance Program (HEAP) Heating Equipment Clean and Tune Program.

All SSDs and alternate certifiers must continue to accept applications through close of business February 3, 2017. Mail-in applications postmarked on or before the February 3, 2017, deadline must be processed.

All HEAP Clean and Tune applications must be processed in accordance with instructions found in 16 LCM-11. Applications received after the Clean and Tune closing date of February 3, 2017, must be denied using the HEAP Heating Equipment Clean and Tune Notice of Eligibility Decision (LDSS-5082). Applicants must be notified of the decision made on their application for assistance within 30 business days from the date of application.

Pending applications must be processed no later than Friday, March 3, 2017. Districts must continue to submit weekly pending reports including clean and tune figures until all cases in your district are completely processed through the Benefit Issuance Control System (BICS). Information on payment processing is available in the Indirect Payment Processing Sub-System Manual at the following link: http://otda.state.nyenet/bfdm/finance/docs/IPPS_Manual.pdf.