

DATE: March 9, 2017

TO: Subscribers

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

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

SUBJECT: 2016-17 Home Energy Assistance Program Regular and Emergency Benefit Components Closing Dates

EFFECTIVE DATE: March 17, 2017 (Regular benefit component)
March 31, 2017 (Emergency benefit component)

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The purpose of this GIS is to inform Social Services Districts (districts) of 2016-17 Home Energy Assistance Program (HEAP) Regular benefit and Emergency benefit components closing dates.

The Regular benefit component will close on March 17, 2017. All districts and Alternate Certifiers must continue to accept applications for Regular benefits through close of business (COB) Friday, March 17, 2017. Mail-in applications postmarked or electronic applications received on or before March 17, 2017 meet the deadline and must be processed. Functionality to submit online Regular benefit HEAP applications through myBenefits will be disabled at 5:00p.m. on March 17, 2017.

All applications for Regular benefits received after COB March 17, 2017 must be denied using CNS Denial Code F08 (HEAP Application Received after HEAP Program Year Closing Date), or by using HEAP Manual Denial Notice LDSS-3494B.

After the Regular benefit component has closed, applicants who have not received a Regular benefit and meet **all** the eligibility criteria for an Emergency benefit must be issued an Emergency benefit. Please see the HEAP Manual, Chapter 9 – Emergency Benefit Component Eligibility for a listing of all eligibility criteria for an Emergency benefit.

The Emergency benefit component will close on March 31, 2017. All districts and Alternate Certifiers must continue to accept applications for Emergency benefits through COB Friday, March 31, 2017.

All applications for Emergency benefits received after COB March 31, 2017 must be denied using CNS Denial Code F08 (HEAP Application Received after HEAP Program Year Closing Date), or by using HEAP Manual Denial Notice LDSS-3494B.

All HEAP applications must be processed in accordance with instructions found in the New York State HEAP Manual (revised 10/01/2015) and 16-LCM-16. Locally paid benefits must be issued timely in accordance with instructions found in 16-LCM-16 and the Indirect Payment Processing Sub-System (IPPS) Manual, chapter 5.

Individuals seeking energy assistance after COB March 31, 2017 must be referred to Temporary Assistance (TA). Districts 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" to procedures on determine eligibility for energy assistance.

Districts must submit weekly pending reports year-round, as outlined in 16-LCM-16. Once a district has all authorized payments for each component type, they must enter a "0" in that field in the HEAP Pending Case Report. As a reminder, all HEAP Manual Denial Notices LDSS-3494B must be tracked and reported on after September 30, 2017.