

DATE: July 21, 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 2016-2017 Home Energy Assistance Program Cooling Assistance Component

EFFECTIVE DATE: August 4, 2017

CONTACT PERSON: HEAP Bureau at (518) 473-0332

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that Friday, August 4, 2017 is the closing date for the 2016-2017 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC).

All districts and alternate certifiers must continue to accept applications through close of business August 4, 2017. Mail-in applications postmarked on or before the August 4, 2017 deadline must be processed.

All HEAP CAC applications must be processed in accordance with instructions found in 17-LCM-03. Applications received after the CAC closing date of August 4, 2017 must be denied using the HEAP Cooling Assistance Notice of Eligibility Decision Notice ([LDSS-4993](#)).

All installations should be completed by September 15, 2017. Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 29, 2017.

All districts must continue to submit the HEAP Pending Case Report on a weekly basis until otherwise informed by OTDA. If your district has no pending HEAP CAC applications, please enter "0."

All 2016-17 HEAP administrative funds must be obligated by September 30, 2017 and claims submitted no later than December 31, 2017. Rollover of administrative funds is not permitted.