

DATE: October 27, 2017

TO: Subscribers

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

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

SUBJECT: Home Energy Assistance Program (HEAP) Heating Equipment Repair and Replacement Closing Date, and extension of the Heating Equipment Clean and Tune (HECAT) component

EFFECTIVE DATE: November 3, 2017

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

The purpose of this GIS message is to inform social services districts (districts) that Friday, November 3, 2017 is the closing date for the 2016-2017 HEAP Heating Equipment Repair and Replacement (HERR) component, and the closing date for the 2016-17 HEAP Heating Equipment Clean and Tune component has been extended.

2016-17 HERR

Districts must continue to accept applications for HERR benefits through the close of business (COB) November 3, 2017. Applications for HERR benefits submitted on or before COB November 3, 2017 must be honored and processed in accordance with instructions found in the New York State HEAP Manual.

In order to claim against the proper program year, when processing HERR payments for 2016-17, districts must use the authorization period of 10/1/17 to 9/30/18 on Screen One of WMS. On Screen Six of WMS, districts must enter a “to date” equal to 9/30/17 for the payment line.

Districts must include 2016-17 HERR applications on their weekly HEAP Pending Case Reports **until 11/3/17**. The 2017-18 HEAP HERR component will open on 11/6/17, and therefore, **beginning 11/10/17 districts must only report pending 2017-18 HERR applications received on or after 11/6/17 on their weekly HEAP Pending Case Reports.**

Individuals seeking help with heating equipment repair or replacement needs when HEAP HERR is not available may have their needs met under Family Assistance (FA), Safety Net Assistance (SNA), Emergency Assistance to Families (EAF) or Emergency Assistance for Adults (EAA) if they apply and are found eligible. Department Regulations 18 NYCRR 352.4, 352.6(e), 352.7(b), 372.4(b) and 397.5(h) provide districts the ability to meet the costs necessary for the repair or replacement of essential heating equipment if the repair or replacement is essential to the health and safety of the household. For more information, see the Temporary Assistance Source Book, Chapter 16, Section C.

2016-17 Heating Equipment Clean and Tune

Districts must continue to accept HEAP Heating Equipment Clean and Tune applications for the 2016-17 program year until notified by the OTDA HEAP Bureau of the component closing. All Clean and Tune applications must be processed in accordance with instructions found in [17-LCM-07](#).

In order to claim against the proper program year, when processing Clean and Tune payments for 2016-17, districts must use the authorization period of 10/1/17 to 9/30/18 on Screen One of WMS. On Screen Six of WMS, districts must enter a “to date” equal to 9/30/17 for the payment line.

Districts must continue to report pending 2016-17 Clean and Tune applications on the HEAP Pending Case Report. If the district has no pending Clean and Tune applications, a “0” must be entered for that week.

Questions regarding the HERR component closing date or the Heating Equipment Clean and Tune extension, can be addressed with each district’s HEAP Bureau liaison.