

DATE: March 30, 2018

TO: Subscribers

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

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

SUBJECT: Home Energy Assistance Program Nominal Benefit Advance Payment

EFFECTIVE DATE: Immediately

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

The purpose of this GIS is to inform social services districts (districts) that the 2018-19 Home Energy Assistance Program (HEAP) Nominal Benefit Advance Payment is available beginning April 1, 2018, and that districts must continue to determine 2017-18 HEAP benefit eligibility through April 27, 2018.

Districts must authorize an advance payment of \$21 to newly-eligible and recertified HEAP eligible Supplemental Nutrition Assistance Program (SNAP) households not incurring a separate cost for heating/air conditioning expenses. These households must not have received a HEAP benefit during the month of application or the preceding twelve months. The authorization will allow a household to qualify for the highest-level Heating/Cooling Standard Utility Allowance (HCSUA); thereby maximizing the SNAP monthly benefit. The \$21 nominal benefit may be authorized on case types: 11,12,16,17, and 31 utilizing payment type code NX. The NX Payment FROM Date on WMS Screen 6 must be equal to or greater than 04/01/18 and less than or equal to the Transaction Date. The TO Date on WMS Screen 6 must equal 9/30 of the current HEAP season. Additional SNAP policy guidance will be provided under separate cover.

Districts must continue to determine eligibility for 2017-18 HEAP benefits in accordance with [17-LCM-14](#).

Questions regarding the HEAP Nominal benefit, can be addressed with each district's HEAP Bureau liaison.