

**DATE:** September 24, 2018

**TO:** Subscribers

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

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

**SUBJECT:** 2018-2019 Home Energy Assistance Program Forms Ordering and  
Availability

**EFFECTIVE DATE:** Immediately

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

The purpose of this GIS is to inform social services districts (districts) that 12 forms used to administer the Home Energy Assistance Program (HEAP) have been revised for the 2018-2019 program year, and that HEAP forms are available for electronic download and ordering.

The following HEAP forms were revised for the 2018-2019 program year:

- HEAP Emergency Benefit Budget Worksheet (LDSS-3594B, Rev 7/18)
- HEAP 3 Month Method Self-Employment Worksheet (LDSS-3785, Rev 5/18)
- HEAP Low Income Worksheet (LDSS-3829, Rev 5/18)
- HEAP Cooling Assistance Request for Benefit (LDSS-4992, Rev 5/18)
- HEAP Cooling Assistance Notice of Eligibility Decision (LDSS-4993, Rev 5/18)
- HEAP 12 Month Method Self-Employment Income Tax Calculation Worksheet (LDSS-4997, Rev 5/18)
- HEAP Guarantee of Payment Letter (LDSS-5000, Rev 5/18)
- HEAP 3 Month Method Rental Income Calculation Worksheet (LDSS-5001, Rev 5/18)
- 2018-2019 HEAP Desk Guide (LDSS-5005, Rev 8/18)
- HEAP Cooling Assistance Services Invoice (LDSS-5044, Rev 7/18)
- HEAP Heating Equipment Clean and Tune Services Invoice (LDSS-5083, Rev 5/18)
- 2018-2019 HEAP Systems Quick Reference Tool (LDSS-5099, Rev 5/18)

These forms must be used to administer the 2018-2019 HEAP components, in addition to HEAP forms which were not revised. Obsolete forms must be destroyed and must not be used for 2018-2019 HEAP.

All HEAP forms to be used for the 2018-2019 program year are available for electronic downloading from [LDSS E-Forms](#). No forms will be drop shipped. All forms should be ordered by the districts as needed. All forms were made available for order through the warehouse on September 7, 2018.

How to order forms:

1. All forms with LDSS or PUB numbers are produced by OTDA and can be ordered. When ordering or reordering any HEAP form, be sure to order sufficient quantities for the entire HEAP season. Districts must also take into consideration the form supply needs of Alternate Certifiers when placing orders. Please check the current supply at the district prior to placing an order.
2. These forms are also available on the OTDA Intranet website in the following other than English languages: Arabic, Chinese, Haitian-Creole, Italian, Korean, Russian and Spanish. To access the English and other than English languages go to the OTDA Intranet website at: [http://otda.state.ny.net/ldss\\_eforms/default.htm](http://otda.state.ny.net/ldss_eforms/default.htm).
3. HEAP forms are available on the OTDA Intranet website at: [LDSS E-Forms](#) and may be available for downloading by local districts for reproduction locally, depending on print specifications.

Requests for printed copies of HEAP forms should be submitted to the OTDA using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the E-Forms link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance  
BMS Document Services and Operational Support  
PO Box 1990  
Albany, New York 12201

E-mail: [forms.orders@otda.ny.gov](mailto:forms.orders@otda.ny.gov)  
District online forms ordering system: <http://formorders/>  
Fax: (518) 402-0084

Questions concerning ordering forms should be directed to BMS Document Services at: (518) 474-9522.