

**DATE:** January 31, 2019

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, HEAP Coordinators, TA, SNAP, Finance and Accounting Directors

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

**SUBJECT:** HEAP Heater Benefit Balance Payment Issuance

**EFFECTIVE DATE:** Immediately

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The purpose of this General Information System (GIS) message is to provide social services districts (districts) information regarding the issuance of Home Energy Assistance Program (HEAP) heater benefit balance payments to applicant households that include a renter whose heating cost is included in their rent, and who received a heat-included benefit of \$21, \$30 or \$35. Effective immediately, these applicant households with the primary responsibility for the heating bill, if otherwise eligible, are to be issued the balance of the Regular benefit based on their household's heat type, income, and presence of a vulnerable individual.

The heater benefit balance must be paid using a Payment Type Code H1 – HEAP Regular Heater Benefit on a Case Type 60. The case must include all household members, including the renter who received a heat-included benefit. A Regular HEAP budget must be stored with a D, X or W in the RECD field to back out the \$21, \$30, or \$35 benefit previously received by the household. Households containing a member who is in receipt of on-going Temporary Assistance (TA) or Supplemental Nutrition Assistance Program (SNAP) benefits at the time of application are categorically income eligible.

Districts outside of New York City (NYC) will receive a file under separate cover which will include a list of 2018-2019 cases denied using Reason Code F02 – HEAP Previously Applied for/Automatic Payment Received. Districts must review these lists to determine if the HEAP application was denied because the heater household contained a household member who received a heat-included benefit. All districts, including NYC, must reevaluate applications denied as previously described and, if appropriate, issue the HEAP heater benefit balance by close of business March 15, 2019.

Household members in receipt of SNAP who received a heat-included benefit must have their case reviewed for correct HEAP eligibility determination. If the HEAP heat-included benefit was received in error, the household member's SNAP budget must be evaluated, and the heating/cooling (HT/AC) Standard Utility Allowance (SUA) indicator must be adjusted to exclude them from future Autopay runs.