

DATE: March 15, 2019

TO: Subscribers

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

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

SUBJECT: Home Energy Assistance Program (HEAP) 2017-2018 Heating Equipment Clean and Tune closing date, and 2018-2019 Heating Equipment Clean and Tune opening date

EFFECTIVE DATE: March 29, 2019

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The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the closing date for the 2017-2018 Home Energy Assistance Program (HEAP) Heating Equipment Clean and Tune (C&T) benefit is **Friday, March 29, 2019**, and the 2018-2019 C&T benefit will open on **Monday, April 1, 2019**.

Districts must continue to accept applications for 2017-2018 C&T benefits through the close of business (COB) **Friday, March 29, 2019**. Applications for 2017-2018 C&T benefits submitted or post marked on or before COB March 29, 2019 must be accepted and processed in accordance with instructions found in [18-LCM-06](#).

Applications for the 2018-2019 C&T benefit must be accepted as of **Monday, April 1, 2019**. Benefits will be provided on a first come, first served basis to eligible applicants through Friday, November 1, 2019, or until funding allocated to this component is exhausted. If the dates of operation are revised, districts will be notified via GIS. Applications for 2018-2019 C&T benefits must be processed in accordance with instructions found in [18-LCM-20](#), as outlined in the [HEAP Clean and Tune Benefit Reference Tool](#).

In order to claim against the proper program year, when processing C&T payments for 2017-2018, districts must use the authorization period of 10/01/18 to 9/30/19 on Screen One of WMS. On Screen Six of WMS, districts must enter a "to date" equal to 9/30/18 for the payment line. C&T payments for 2018-2019 must use the authorization period of 10/01/18 to 9/30/19 on Screen One of WMS, and on Screen Six of WMS a "to date" equal to 9/30/19 for the payment line.

Districts must include pending 2017-2018 C&T applications on their weekly HEAP Pending Case Reports through [eReports](#) until 3/29/19. Beginning 4/5/19 districts must only report pending 2018-2019 C&T applications received on or after 4/1/19 on their weekly HEAP Pending Case Reports.