

DATE: August 30, 2019

TO: Subscribers

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

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

SUBJECT: Home Energy Assistance Program (HEAP) 2018-2019 Cooling Assistance Component, Heating Equipment Repair and Replacement, and Heating Equipment Clean and Tune component closing dates

EFFECTIVE DATE: Immediately

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

The purpose of this GIS message is to inform social services districts (districts) that **Friday, August 30, 2019** is the closing date for the 2018-2019 Home Energy Assistance Program (HEAP) Cooling Assistant Component (CAC). **Friday, November 1, 2019** is the closing date for the 2018-2019 HEAP Heating Equipment Repair and Replacement (HERR) component, and the 2018-2019 HEAP Heating Equipment Clean and Tune (C&T) component.

2018-2019 CAC:

Districts must continue to accept applications for CAC through the close of business August 30, 2019. Mail-in applications postmarked on or before August 30, 2019 meet the deadline and must be processed.

All HEAP CAC applications must be processed in accordance with instructions found in [18-LCM-20](#). Applications received after the CAC closing date of August 30, 2019 must be denied using the Client Notice System (CNS) closing code M09 "Cooling Benefit Denial" or the HEAP Cooling Assistance Notice of Eligibility Decision ([LDSS-4993](#)), if CNS is unavailable.

All installations should be completed by September 13, 2019. Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 30, 2019.

All districts must continue to submit the HEAP Pending Case Report on a weekly basis, which is accessed through Centraport. If your district has no pending HEAP CAC applications, please enter "0" in that field.

2018-2019 HERR and C&T:

Districts must continue to accept applications for HERR and C&T benefits through the close of business (COB) November 1, 2019. Applications for HERR and C&T benefits submitted or postmarked on or before COB November 1, 2019 must be honored and processed in accordance with instructions found in [18-LCM-20](#).

In order to claim against the proper program year between 10/01/19 and 11/01/19, when processing HERR and C&T payments for 2018-2019, districts must use the authorization period of 10/01/19 to 09/30/20 on Screen One of WMS. On Screen Six of WMS, districts must enter a “from date” equal to 09/30/19 AND a “to date” equal to 09/30/19 for the payment line.

Districts must include 2018-2019 HERR and C&T applications on their weekly HEAP Pending Case Reports until 11/01/19. The 2019-2020 HEAP HERR and C&T components will open on 11/04/19, and therefore, **beginning 11/08/19 districts must only report pending 2019-2020 HERR and C&T applications received on or after 11/04/19 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(d), 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 Sourcebook](#), Chapter 16, Section C, Equipment Repairs.

Questions regarding 2018-2019 HEAP component closing dates can be addressed with each district's HEAP Bureau liaison.