



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

MICHAEL P. HEIN  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## General Information System (GIS) Message

---

### Section 1

|                                |   |
|--------------------------------|---|
| <b>Transmittal:</b>            | 20 TA/DC030<br>Upstate and New York City  |
| <b>Date:</b>                   | April 17, 2020  |
| <b>To:</b>                     | Subscribers   |
| <b>Suggested Distribution:</b> | Commissioners, HEAP Coordinators, TA and SNAP Directors                                   |
| <b>From:</b>                   | Jeffrey Gaskell, Deputy Commissioner<br>Employment and Income Support Programs            |
| <b>Subject:</b>                | Home Energy Assistance Program (HEAP) 2019-2020 Cooling Assistance Component opening date |
| <b>Effective Date:</b>         | May 1, 2020   |
| <b>Contact Information:</b>    | HEAP Bureau at: 518-473-0332  |
| <b>Attachments:</b>            | <a href="#">Attachment: HEAP Cooling Assistance Component Reference Tool</a>              |

---

### Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the 2019-2020 Cooling Assistance Component (CAC) will open on **Friday, May 1, 2020**.

Applications for the 2019-2020 CAC must be accepted starting on Friday, May 1, 2020. Benefits will be provided on a first come, first served basis to eligible applicants through Monday, August 31, 2020, or until funding allocated to this component is exhausted. If the dates of operation are revised, districts will be notified via GIS. Applications for the 2019-2020 CAC must be processed in accordance with instructions found in [19-LCM-10](#), and as outlined in the attached HEAP Cooling Assistance Component Reference Tool.

Attachment 3 of 19-LCM-10, the HEAP Cooling Assistance Component Reference Tool, has been updated to reflect an important change to the 2019-2020 CAC and as a result the attached HEAP Cooling Assistance Component Reference Tool should be used in its place. Households may now be eligible for a CAC benefit if they have not received a HEAP funded air conditioner in the past five years. Previously, households could only be eligible for a HEAP funded air conditioner if they have not received a HEAP funded one in the past ten years.

As a reminder, to be eligible for a CAC benefit the applicant or a household member must have a documented medical condition that is exacerbated by extreme heat as outlined on page 2 of the attached HEAP Cooling Assistance Component Reference Tool.

Districts are required to complete and submit the number of pending HEAP CAC applications weekly, using the established HEAP Pending Case Report in eReports. Districts must begin reporting HEAP CAC pending applications effective Friday, May 8, 2020.

District administrative allocations are to be used to establish each district's local HEAP certification network, including obligations to alternate certifiers, and to meet staffing and operational needs for the 2019-2020 CAC. HEAP administrative and program allocations were issued to districts on January 21, 2020 with the release of [20-LCM-02](#).