



# 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

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### Section 1

<b>Transmittal:</b>	20 TA/DC094 Upstate and New York City
<b>Date:</b>	October 01, 2020
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, HEAP Coordinators, TA and SNAP Directors, WMS Coordinators, Accounting Supervisors
<b>From:</b>	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	HEAP 2020-2021 Opening Dates for Heating Equipment Repair & Replacement and Heating Equipment Clean & Tune
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	HEAP Bureau: (518) 473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a>

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### Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the opening date for the 2020-2021 Heating Equipment Repair & Replacement (HERR) and Heating Equipment Clean & Tune (C&T) components is Thursday, October 1, 2020.

#### 2020-2021 HERR and Clean and Tune

Applications for the 2020-2021 HEAP HERR and C&T components must be accepted as of Thursday, October 1, 2020. Benefits will be provided on a first come, first served basis to eligible applicants through September 30, 2021, or until funding allocated to these components is exhausted. If the dates of operation are revised, districts will be notified via GIS. Applications for HERR and C&T benefits submitted on or after October 1, 2020 must be processed in accordance with instructions found in the [HEAP Manual](#). The 2020-2021 HEAP Opening LCM with 2020-2021 HERR and C&T Guides will be forthcoming.

In order to claim against the proper program year, when processing HERR and C&T payments for 2020-2021, districts must use the authorization period of 10/01/20 to 9/30/21 on Screen One of WMS. On Screen Six of WMS, districts must enter a "to date" equal to 9/30/21 for the payment line.

#### Pending Reports

Beginning 10/2/2020, districts must only include pending 2020-2021 HERR and C&T applications received on or after October 1, 2020 on their weekly HEAP Pending Case Reports. HERR and C&T applications received on or before September 30, 2020 must not be included in the weekly HEAP Pending Case Report.

## Temporary Assistance

Individuals seeking energy assistance after COB August 31, 2020, must be referred to Temporary Assistance (TA). Districts may utilize Family Assistance (FA), Safety Net Assistance (SNA), Emergency Assistance to Needy Families with Children (EAF), Emergency Safety Net Assistance (ESNA) or Emergency Assistance for Adults (EAA) to meet an eligible household's energy needs including a utility (natural gas or electricity) or non-utility (other than natural gas or electricity) energy emergency. See the "Temporary Assistance Energy Manual" regarding procedures on determining eligibility for energy assistance.

Individuals seeking help with heating equipment repair or replacement needs who have been found ineligible through HEAP, may, if they apply and are found eligible, have their needs met under FA, SNA, EAF, ESNA, or EAA. 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 2019-2020 or 2020-2021 HERR and C&T operation dates can be addressed with each district's HEAP Bureau liaison.