



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC018 Upstate and New York City
Date:	April 09, 2021
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA and SNAP Directors, Staff Development Coordinators
From:	Alison Maura, Director of Temporary Assistance and HEAP, Employment and Income Support Programs
Subject:	Home Energy Assistance Program (HEAP) 2020-2021 Cooling Assistance Component Opening Date
Effective Date:	May 3, 2021
Contact Information:	HEAP Bureau at: 518-473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment: HEAP Cooling Assistance Component Reference Tool

Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the 2020-2021 Cooling Assistance Component (CAC) will open on **Monday, May 3, 2021**.

Applications for the 2020-2021 CAC must be accepted starting on Monday, May 3, 2021. Benefits will be provided on a first come, first served basis to eligible applicants through Tuesday, August 31, 2021, 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 2020-2021 CAC must be processed in accordance with instructions found in [20-LCM-11](#) and as outlined in the attached HEAP Cooling Assistance Component Reference Tool.

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. Requirements for medical documentation for CAC may be waived for applicants who are unable to obtain such documentation due to COVID-19. Additionally, the applicant household must not have a working air conditioner newer than five years old, or must not have received a HEAP-funded air conditioner within the past five years, 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. Effective Friday, May 7, 2021, Districts must begin reporting HEAP CAC pending applications.