



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC022 Upstate and New York City
Date:	April 15, 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:	2020-2021 HEAP – Revised Component Closing Dates and Third HEAP Emergency Benefit
Effective Date:	Immediately
Contact Information:	HEAP Bureau at 518-473-0332 or NYSHEAP@otda.ny.gov

Section 2

The purpose of this GIS is to inform social services districts (districts) of changes to the 2020-2021 Home Energy Assistance Program (HEAP). The dates of operation for the Regular and Emergency HEAP benefit components will be extended from April 30, 2021 to August 31, 2021 or until the funds allocated to these components are exhausted, whichever occurs first. Additionally, effective immediately, a third Emergency HEAP benefit is available to eligible households experiencing a crisis or life-threatening heat or heat-related energy emergency.

The eligibility criteria and application processing requirements for the third Emergency HEAP benefit are the same as the first Emergency HEAP benefit as outlined in the [HEAP Manual](#) (revised 10/01/2015) and [20-LCM-11](#). Applicants for the third Emergency HEAP benefit must also have exhausted, or have unavailable to them, all other Regular and Emergency HEAP benefits.

Districts and alternate certifiers must accept applications for the Regular and Emergency components through close of business August 31, 2021, unless districts are notified otherwise. Mail-in applications postmarked, or electronic applications received on or before August 31, 2021, meet the deadline and must be processed. The functionality to submit online HEAP applications for Regular HEAP component benefits through myBenefits will be disabled at 5:00 pm on August 31, 2021, unless districts are notified otherwise.

All applications for Regular or Emergency HEAP benefits received after the deadline must be denied using the Client Notice System (CNS) denial code F08 (HEAP Application Received after HEAP Program Year Closing Date) or, if needed, by using the HEAP Manual Denial Notice ([LDSS-3494B](#)).

The third Emergency HEAP benefit amounts are the same as the second Emergency HEAP benefit amounts, and are as follows:

Third Emergency HEAP Benefit Amounts:

Heating Type	Third Emergency Benefit Amounts
Heat-Related Domestic	\$140
Natural Gas – Heat Only	\$350
Natural Gas – Heat Combined with Heat-Related Domestic	\$490
Electric Heat	\$490
Oil, Kerosene, Propane	\$675
Wood, Pellets, Coal, Corn, Other	\$525

Districts must continue to submit their HEAP Pending Case Report in eReports on a weekly basis, as outlined in [20-LCM-11](#). Pending third Emergency HEAP applications must be reported in eReports under HEAP, item 5: “Number of supplemental benefit applications received but not yet processed in WMS”. The number of pending second and third Emergency HEAP applications must be added and reported on the same line.

Temporary Assistance (TA) Implications

Districts must continue to explore the availability of, and eligibility for, Regular and Emergency HEAP benefits before issuing a 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) payment to meet a utility (natural gas or electricity) or non-utility (other than natural gas or electricity) energy emergency.

Districts will be notified via GIS if there are any additional program changes.