

Dear Energy Assistance Recipient:

The New York State Office of Temporary and Disability Assistance (OTDA) has Home Energy Assistance Program (HEAP) funding available to help eligible households get their heating equipment inspected and cleaned at no cost to homeowners. Furnace or boiler tune-ups help improve energy efficiency and could help you save money on heating costs.

Applications for the HEAP heating equipment clean and tune program are available through your local Social Services District (district). Heating equipment clean and tune services are provided to eligible applicants on a first come first served basis. We strongly encourage you to contact the *[INSERT]* County HEAP Department at: (XXX) XXX-XXXX or [address] as quickly as possible to apply.

Clean and tune services are provided by a local participating vendor that you select. You may obtain a list of clean and tune vendors either through your local Social Services HEAP Office or on-line at: https://www.heapoil.com/admin/reports/OTDA_ParticipatingDealersReport.jsp.

If you are determined eligible, you will be instructed to select a participating vendor and schedule the clean and tune service at your home. As part of the Clean and Tune Program, households may also receive a programmable thermostat and/or a carbon monoxide detector if one is not already present in your home. After the clean and tune service has been provided, you will be asked by the vendor to sign an OTDA HEAP Services Invoice form to confirm the completion of the clean and tune services. The vendor will then submit the invoice to the local social services district for payment.

For additional information about HEAP, including program dates, please visit OTDA's website at: <http://otda.ny.gov/programs/heap/>.

In addition to clean and tune services, HEAP eligible customers may apply to the New York State Energy Research and Development Authority's (NYSERDA) EmPower New York Program or to the New York State Weatherization Assistance Program. The EmPower New York Program offers no-cost energy efficiency services such as home energy assessments, insulation, air sealing, energy efficient light bulbs, and replacement of an inefficient refrigerator and freezer to homeowners and renters. To download an application or to learn more about the EmPower New York Program, please visit NYSEDA's website at: www.nyserda.ny.gov/All-Programs/Programs/EmPower-New-York or call 1-877-NYSMART. The New York State Weatherization Assistance Program (WAP) offers homeowners comprehensive home weatherization at no cost to eligible homeowners. In order to locate your local NYS WAP provider, please call 518-474-5700 and staff will assist you.

Sincerely,