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General Information System (GIS) Message

Section 1

Transmittal:	22 TA/DC010 Upstate and New York City
Date:	January 28, 2022
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA Directors, SNAP Directors, Staff Development Coordinators
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	2021-2022 Home Energy Assistance Program (HEAP) Desk Guide (LDSS-5005) Rev. 12/21
Effective Date:	Immediately
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1: LDSS-5005 - 2021-2022 Home Energy Assistance Program Desk Guide (Rev 12/21)

Section 2

The purpose of this General Information System (GIS) message is to inform social service districts (districts) that the 2021-2022 Home Energy Assistance Program (HEAP) Desk Guide (LDSS-5005) has been updated and has a new revision date of 12/21. This revised HEAP Desk Guide supersedes any previous versions. The Emergency HEAP table was updated to reflect the increase in the Emergency benefit amounts effective 01/03/2022. The updated HEAP Desk Guide may be found in the Attachment, and may be downloaded on OTDA's website: http://otda.state.nyenet/ldss_eforms/eforms/5005.pdf

To order hard copies of available LDSS forms, use [OTDA Form 876 \(PDF\)](#) and email it to: forms.orders@otda.ny.gov. LDSS forms can also be ordered online by accessing the [Bureau of Management Services - Request for Documents or Publications](#). If presented with a Login prompt, please enter your HSEN ID and password.

If you have any questions, please contact your HEAP Bureau district liaison.