



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	22 TA/DC016 Upstate and New York City
Date:	February 18, 2022
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA and SNAP Directors
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	2021-2022 Home Energy Assistance Program (HEAP) Revised Component Closing Dates and Second Emergency Benefit
Effective Date:	Immediately
Contact Information:	HEAP Bureau: NYSHEAP@otda.ny.gov or 518-473-0332

Section 2

The purpose of this GIS is to inform social services districts (districts) of changes to the 2021-2022 Home Energy Assistance Program (HEAP). The dates of operation for the Regular and Emergency benefit components will be extended from March 15, 2022 to April 29, 2022, or until funds allocated to these components are exhausted, whichever comes first. A second HEAP Emergency benefit for heat and heat-related emergencies will be available starting February 22, 2022.

Benefit Component Extension:

The Regular benefit and Emergency benefit components are scheduled to operate through the close of business (COB) April 29, 2022. This closing date does not apply to the Regular Arrears Supplement (RAS) benefit. The closing date for RAS will be released separately via GIS.

Districts will be notified via GIS if there are any further changes to the component closing dates. All districts and alternate certifiers must continue to accept applications for Regular and Emergency component benefits through COB April 29, 2022, unless OTDA advises otherwise. Mail-in applications postmarked, or electronic applications received on or before April 29, 2022, meet the deadline and must be processed unless OTDA advises otherwise. The functionality to submit online HEAP applications for Regular component benefits through my Benefits will be disabled at 5:00 pm on April 29, 2022, unless OTDA advises otherwise.

All HEAP applications must be processed in accordance with instructions found in the New York State [HEAP Manual](#) (revised 7/1/2021) and [21-LCM-18](#). All applications for Regular or Emergency HEAP benefits received after the deadline must be denied using 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](#)).

Second Emergency Benefit:

A second Emergency benefit will be available to applicants from February 22, 2022 through April 29, 2022 when the Emergency component closes. The eligibility criteria for the second Emergency benefit will be the same as the first Emergency benefit. Applicants must have exhausted, or have unavailable to them, both the Regular benefit and the first Emergency benefit to be eligible for the second Emergency benefit. First and second Emergency benefits must not be issued concurrently.

Applicants must apply in their county of residence by telephone or in person and may be eligible for income deeming based on their most recently filed HEAP Application ([LDSS-3421](#)). Districts must continue to use the Emergency Benefit Budget Worksheet (EBBW) ([LDSS-3594B](#)) and it must be marked "Second Emergency Benefit" on the top. Households must meet resource eligibility requirements.

The second Emergency benefit amounts are the same as the first Emergency benefit amounts. Emergency benefit amounts were increased for the 2021-2022 program year as outlined in [21 T/DC086](#), and are as follows:

Heating Type	Second Emergency Benefit Amount
Heat Related Domestic	\$185
Natural Gas – Heat Only	\$465
Natural Gas – Heat Combined with Heat-Related Domestic	\$650
Electric Heat	\$650
Oil, Kerosene, Propane	\$965
Wood, Pellets, Coal, Corn, Other	\$700

The payment type for second Emergency benefits is J1 (HEAP Emergency Benefit – Additional Benefit) for both heat and heat-related emergency payments.

An Emergency HEAP Budget (Benefit Type 'E – Emergency') must be stored in Automated Budgeting and Eligibility Logic (ABEL), with the appropriate emergency type, and the payment amount associated with the pay type must match the HEAP Emergency benefit amount on the HEAP budget. The payment line "From Date" should be the application date.

A Special Claiming Code must be entered for all HEAP payments on Screen 6 of WMS. Special Claiming Code H is required for all HEAP prevention payments. Special Claiming Code G is required for HEAP restoration payments.

All HEAP Emergency benefits must be issued directly to a participating vendor. All district payments, except for NYC, meeting the requirement for issuance through the Office of the State Comptroller (OSC) process will be made through OSC. NYC HEAP payments are issued locally. Detailed procedures regarding HEAP payment processing are outlined in [WMS Implications for the 2021-2022 HEAP Program Year](#) released on August 3, 2021.

Temporary Assistance (TA) Implications:

Districts must continue to explore the availability of, and individual eligibility for, Regular, first Emergency, and/or second 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 or non-utility energy emergency.

Additional Guidance to Districts:

Districts must continue to submit their HEAP Pending Case Report in eReports on a weekly basis, as outlined in [21-LCM-18](#).

Pending second Emergency benefits must be reported under Emergency HEAP, item 6: “Number of supplemental benefit applications received but not yet processed on WMS”.