



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

DANIEL W. TIETZ  
Acting Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## General Information System (GIS) Message

---

### Section 1

<b>Transmittal:</b>	22 TA/DC019 Upstate Only
<b>Date:</b>	March 03, 2022
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, HEAP Coordinators, TA Directors, SNAP Directors, Staff Development Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	Laser Letters for HEAP Regular Arrears Supplement (RAS) Recipients
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	HEAP Bureau (518) 473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a>
<b>Attachment:</b>	<a href="#">Attachment 1 - Regular Arrears Supplement-RAS Laser Letter</a>

---

### Section 2

The purpose of this GIS is to inform Social Service Districts (districts) that laser letters were sent to recipients of Home Energy Assistance Program (HEAP) Regular Arrears Supplement (RAS) benefits.

Laser letters were sent by OTDA to households because they received a HEAP benefit using payment code J9 – HEAP Additional Benefit during the 2020-2021 and 2021-2022 program years. This payment code was only used for RAS benefits during both program years. Letters were mailed beginning on February 22, 2022. A copy of this letter is provided as Attachment 1. This letter is not a notice of eligibility and is for informational purposes only.

Clients who contact the districts that were not issued an eligibility notification through the Client Notice System (CNS) should be issued a manual HEAP Notice of Eligibility Approval ([LDSS-3494A](#)). Please see [GIS 22 TA/DC006 HEAP Transactions not Supported by WMS](#) for additional information regarding notices not supported by CNS that could create a situation where an eligibility notice was not generated for the household.