



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	22 TA/DC029 Upstate and New York City
Date:	March 30, 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 Cooling Opening and Policy Changes
Effective Date:	May 2, 2022
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1: Revised HEAP Cooling Assistance Component Reference Tool

Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the 2021-2022 Cooling Assistance Component (CAC) will open on Monday, May 2, 2022, and to inform districts of policy changes for the 2021-2022 CAC.

Applications for the 2021-2022 CAC must be accepted starting on Monday, May 2, 2022. Benefits will be provided on a first come, first served basis to eligible applicants through Wednesday, August 31, 2022, or until funding allocated to this component is exhausted. If the dates of operation are revised, districts will be notified via GIS.

Applications for the 2021-2022 CAC must be processed in accordance with instructions found in [20-LCM-11](#), and Attachment 1, Revised HEAP Cooling Assistance Component Reference Tool. The attached reference tool replaces the version included with [20-LCM-11](#).

To be eligible for a CAC benefit, an applicant household member is not required to have a medical condition that is exacerbated by extreme heat. Applicants are no longer required to attest to, or supply documentation for, a household member's medical condition. This question may be skipped on the HEAP Cooling Assistance Request for Benefit ([LDSS-4992](#)). If this question is answered by an applicant, they must not be denied or pended for medical documentation based on their response.

Districts are required to complete and submit the number of pending HEAP CAC applications weekly, using the established HEAP Pending Case Report in eReports. Effective Friday, May 6, 2022, districts must begin reporting HEAP CAC pending applications.

The HEAP Bureau has scheduled two Webex meetings to provide technical assistance to districts with the implementation of 2021-2022 CAC. Representatives from OTDA's HEAP Bureau will be available for questions related to the program administration. Information regarding the Webex meetings will be forthcoming under separate cover.