



# Office of Temporary and Disability Assistance

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## General Information System (GIS) Message

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### Section 1

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<b>Date:</b>	April 29, 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>	2021-2022 HEAP Benefit Component Dates and Third Emergency Benefit
<b>Effective Date:</b>	April 29, 2022
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### Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the 2021-2022 Home Emergency Assistance Program (HEAP) Regular benefit component will close effective April 29, 2022. The HEAP Emergency benefit component will continue to operate through August 31, 2022, or until funds allocated for this component are exhausted, whichever comes first and a third HEAP Emergency benefit will be available beginning May 2, 2022.

#### Regular Benefit Component Closing

The Regular HEAP benefit component will operate through close of business (COB) Friday, April 29, 2022. Districts and alternate certifiers must continue to accept applications for Regular HEAP benefits through the closing date. Mail-in applications postmarked on or before April 29, 2022, and electronic applications received on or before April 29, 2022, meet the deadline and must be processed. Functionality to submit online Regular HEAP applications through myBenefits will be disabled at 5:00 pm on April 29, 2022.

Applications must be processed in accordance with instructions found in the New York State [HEAP Manual](#) (revised 7/1/2020) and [21-LCM-18](#). Applications for Regular benefits received after the deadline must be denied using the Client Notice System (CNS) Denial Code F08 (HEAP Application Received after HEAP Program Year Closing Date), or by using the HEAP Manual Denial Notice ([LDSS-3494B](#)). As a reminder, all HEAP manual denials must be tracked and reported to the HEAP Bureau annually.

### Emergency Benefit Component Extension

The Emergency benefit component will operate through COB August 31, 2022 or until the funds allocated to this component are exhausted, whichever occurs first. Districts will be notified via GIS if there are any further changes to the component closing date.

Households applying for Emergency benefits after April 29, 2022 that are required to complete a HEAP Application ([LDSS-3421](#)) in addition to the Emergency Benefit Budget Worksheet (EBBW) ([LDSS-3594B](#)) must meet all eligibility criteria for the Regular benefit component, but must not be issued a Regular HEAP benefit.

Districts and alternate certifiers must continue to accept applications for the Emergency component benefit through COB August 31, 2022, unless OTDA advises otherwise. Mail-in applications postmarked on or before August 31, 2022 meet the deadline and must be processed unless OTDA advises otherwise. Applications for 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](#)).

### Third Emergency Benefit

A third Emergency HEAP benefit will be available from May 2, 2022 through August 31, 2022, or until funds allocated to this component are exhausted, whichever occurs first. The eligibility criteria for the third Emergency benefit will be the same as the first and second Emergency benefit. Applicants must have exhausted, or have unavailable to them, the first or second Emergency benefit to be eligible for the third Emergency benefit. First, second, and third 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 2021-2022 HEAP Application ([LDSS-3421](#)). Districts must use the EBBW ([LDSS-3594B](#)) and it must be marked "Third Emergency Benefit" on the top. Households must meet resource eligibility requirements.

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

Emergency Benefit Type	Benefit Amount
Heat-Related Domestic Electric	\$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 third 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. Rest of State (ROS) payments should be issued through the Office of the State Comptroller (OSC), provided the payment meets all OSC requirements. 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 a first, second, and/or third Emergency HEAP benefit before issuing the following type of payments: 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 and third Emergency benefit applications must be reported under Emergency HEAP, item 6: "Number of emergency supplemental benefit applications received but not yet processed on WMS".

Districts seeking additional information should contact their HEAP Bureau liaison.