



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

DANIEL W. TIETZ  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	22 TA/DC067 Upstate and New York City
<b>Date:</b>	July 6, 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 Cooling Assistance Component Revised Closing Date
<b>Effective Date:</b>	July 8, 2022
<b>Contact Information:</b>	HEAP Bureau (518) 473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a>
<b>Attachments:</b>	N/A

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### Section 2

The purpose of this GIS message is to provide social services districts (districts) with updated information regarding the Home Energy Assistance Program (HEAP) Cooling Assistant Component (CAC).

HEAP CAC is scheduled to operate through close of business (COB) **Friday, July 8, 2022**. Districts must continue to accept applications for CAC through July 8, 2022. Mail-in applications postmarked on or before the CAC closing date meet the deadline and must be processed. Applications received after the CAC closing date must be denied using the Client Notice System (CNS) closing code M09 "Cooling Benefit Denial" or the [HEAP Notice of Eligibility Decision – Denial \(LDSS-3494B\)](#).

All HEAP CAC applications must be processed in accordance with instructions found in [22 TA/DC029](#), [21-LCM-18](#), and the [HEAP Manual](#). Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 30, 2022.

Districts are reminded to continue submitting their HEAP Pending Case Report on a weekly basis, which is accessed through [eReports](#). Cooling applications must be reported as pending until approved or denied through WMS or myWorkspace. If your district has no pending HEAP CAC applications, enter "0" in that field.