General Information System (GIS) Message

Section 1

Transmittal: 22 TA/DC067
Upstate and New York City

Date: July 6, 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 HEAP Cooling Assistance Component Revised Closing Date

Effective Date: July 8, 2022

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Attachments: N/A

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.