



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

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Commissioner

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Executive Deputy Commissioner

## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	22 TA/DC071 Upstate and New York City
<b>Date:</b>	July 18, 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 Emergency Benefit Closing Date
<b>Effective Date:</b>	July 20, 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) Emergency benefit component.

The HEAP Emergency benefit component is scheduled to operate through close of business (COB) **Wednesday, July 20, 2022**. Districts must continue to accept applications for first, second, and third Emergency benefits through July 20, 2022. Mail-in applications postmarked on or before the Emergency benefit closing date meet the deadline and must be processed. Applications received after the Emergency component closing date must be denied using the Client Notice System (CNS) closing code F08 "Application Received After Program Close Date" or the [HEAP Notice of Eligibility Decision – Denial \(LDSS-3494B\)](#).

All HEAP Emergency benefit applications must be processed in accordance with instructions found in [21-LCM-18](#), and the [HEAP Manual](#). Individuals seeking energy assistance after COB July 20, 2022, must be referred to Temporary Assistance (TA). Districts may utilize 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) to meet a household's energy needs including a utility (natural gas or electricity) or non-utility (other than natural gas or electricity) energy emergency. See the [Temporary Assistance Energy Manual](#) regarding procedures on determining eligibility for energy assistance.

Districts are reminded to continue submitting their HEAP Pending Case Report on a weekly basis, which is accessed through [eReports](#).