



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

DANIEL W. TIETZ
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	22 TA/DC105 Upstate and New York City
Date:	December 8, 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:	2022-2023 Home Energy Assistance Program (HEAP) Regular Heater Benefit Increase and Supplement
Effective Date:	December 11, 2022
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov

Section 2

The purpose of this GIS message is to provide social services districts (districts) with information about the 2022-2023 Home Energy Assistance Program (HEAP) Regular benefit component. Effective December 11, 2022, there will be an increase in the Regular benefit for households that incur a direct heating expense. A system generated supplement will be issued to adjust Regular benefits authorized prior to December 11, 2022. There are no changes to any other HEAP benefits.

The new base benefits and supplement amounts are as follows:

Primary Heating Type	Old Base Regular Benefit	New Base Regular Benefit	Supplement
Deliverable Fuels (Oil, Kerosene, Propane)	\$900	\$1,050	\$150
Deliverable Fuels (Wood, Pellets, Coal, Corn)	\$635	\$685	\$50
Utilities/Municipal Electric Heat (Natural Gas, PSC Regulated Utilities and Municipal Electric Heat)	\$400	\$500	\$100

Please note that add-ons are not impacted by this change.

OTDA will conduct a Mass Authorization Autopay to issue HEAP Regular benefit heater supplements to households that received a 2022-2023 Regular heater benefit (H1) at the lower base benefit amount. Supplement amounts are dependent on the household's primary heating type at the time the original H1 was issued and are reflected on page 1.

Supplement Autopay benefits will be issued as a Payment Type of J9-HEAP Additional Benefit. The Supplement Autopay will include active cases with an H1 payment that has not been voided or cancelled with a period To Date equal to 09/30/23 on WMS Screen 6. Supplement Autopay benefits will be issued to the vendor listed on Screen 6 of WMS. Districts must ensure the household's current primary heating vendor is listed in occurrence 1.

Cases that received a Payment Type J9 HEAP benefit that has not been voided or cancelled with a period To Date equal to 09/30/23 will not be included in the Supplement Autopay. Cases that received a Regular Heater benefit but subsequently moved to a living situation where they are no longer responsible for paying for heat will also not be included in the Supplement Autopay. These cases will appear on an exception list.

The Mass Authorization for districts outside of New York City (NYC) is scheduled for February 25, 2023. Office of the State Comptroller (OSC) payment vouchers will be produced on March 5, 2023 and sent to OSC for payment on the following two weekends, depending on the local district's voucher review period. A Dear WMS Coordinator Letter will be sent detailing this Mass Authorization process and system procedures.

The Supplement Autopay for NYC will run separately from rest of state.

Districts may use payment type J9 to write a manual supplement to households that received a Regular benefit at the lower amount. Supplements must equal the difference between the lower base benefit and the higher base benefit for the household's fuel type at the time the original H1 benefit was issued. For example, a household that received a Regular wood benefit equal to \$635 and subsequently moved to a home that heats with oil will receive a supplement equal to \$50. Supplemental benefits must be issued to the household's current primary heating vendor where they are responsible for heating costs.

Households issued a Regular H1 HEAP benefit for the 2022-2023 program year with a corresponding budget stored on or after December 11, 2022 must not be issued a supplement, as the H1 would reflect the new base Regular benefit amount, plus any applicable add-ons.

2020-2021 and 2021-2022 Regular Arrears Supplement (RAS) Payments

The J9 Payment Type was previously used in districts outside of NYC to issue Regular Arrears Supplement (RAS) benefits for the 2020-2021 and 2021-2022 program years. The Client Notice System (CNS) generated language associated with the J9 Payment Type will be changed to reflect the 2022-2023 supplemental payment on December 11, 2022.

On and after this date districts outside NYC may continue to authorize outstanding RAS benefits using the J9 Payment Type with an authorization To Date of 03/15/2022. The CNS notice for RAS benefits must be suppressed using a HEAP Approval Code of A50 with an 'N' in the CNS notice indicator field. Districts must produce a manual HEAP Notice of Eligibility Decision-Approval (LDSS-3494A) and attach the following language to the manual notice:

As a result of higher federal funding for the 2020-21 or 2021-22 Home Energy Assistance Program (HEAP), NYS is increasing the regular benefit to assist recipients with past-due electric and/or gas utility arrears.

You are eligible for this supplemental regular benefit because our records show that your household received a 2020-21 or 2021-22 HEAP Benefit.

Please note that this benefit is in addition to the regular benefit you have already received.

Vendors

HEAP supplements will appear as a credit on customer accounts for future deliveries or utility service. HEAP vendors that receive supplemental benefits for their customers are not required to make a delivery or provide 30 days of prospective service.

Districts seeking additional information should contact their HEAP Bureau liaison.