



# 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>Transmittal:</b>	23 TA/DC007 Upstate and New York City
<b>Date:</b>	January 27, 2023
<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>	Revised 2022-2023 Home Energy Assistance Program Desk Guide, (LDSS-5005)
<b>Effective Date:</b>	January 27, 2023
<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>	<a href="#">Attachment 1 – HEAP DESK Guide LDSS-5005</a>

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### Section 2

The purpose of this General Information System (GIS) message is to provide Social Services Districts (districts) with information regarding revisions to the 2022-2023 Home Energy Assistance Program (HEAP) Desk Guide (LDSS-5005). This revised desk guide supersedes any previous versions.

#### HEAP Desk Guide (LDSS-5005) Revisions

The HEAP Desk Guide (LDSS-5005) (Attachment 1) includes a new revision date of 12/22 and was updated to include revised Regular benefit amounts for households that incur a direct heating cost. There are no changes to any other HEAP benefits.

#### Forms Ordering Information

The HEAP Desk Guide, LDSS-5005, has been posted on the OTDA Intranet website at: [https://intranet.otda.ny.gov/ldss\\_eforms/eforms/5005.pdf](https://intranet.otda.ny.gov/ldss_eforms/eforms/5005.pdf). and is available for downloading by districts for reproduction locally, depending on print specifications.

Any future requests for Print on Demand copies should be submitted to OTDA using either the OTDA 876 EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance  
BMS Document Services and Operational Support  
P.O. Box 1990  
Albany, New York 12201  
E-mail: forms.[orders@otda.ny.gov](mailto:orders@otda.ny.gov)  
Districts online forms ordering system: <http://formorders/>

Fax: (518) 402-0084

Questions concerning ordering forms should be directed to the Bureau of Management Services (BMS) Document Services at: (518) 474-9522 or via email at: [document.services@otda.ny.gov](mailto:document.services@otda.ny.gov).

**Additional Guidance to Districts**

Upon the release of this GIS, all previous versions of the Home Energy Assistance Program Desk Guide (LDSS-5005) with a revision date of 7/22, must be replaced with the Home Energy Assistance Program Desk Guide (LDSS-5005) with a revision date of 12/22. Districts seeking additional information should contact their HEAP Bureau Liaison.