



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	23 TA/DC021 Upstate and New York City
Date:	March 13, 2023
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) Revised Component Closing Dates
Effective Date:	Immediately
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov

Section 2

The purpose of this GIS is to inform social services districts (districts) of changes to the 2022-2023 Home Energy Assistance Program (HEAP). The dates of operation for the Regular and Emergency benefit components will be extended from March 15, 2023 to March 31, 2023, or until funds allocated to these components are exhausted, whichever comes first.

Benefit Component Extension:

The Regular benefit and Emergency benefit components are scheduled to operate through the close of business (COB) March 31, 2023. All districts and alternate certifiers must continue to accept applications for Regular and Emergency component benefits through COB March 31, 2023, unless OTDA advises otherwise. Mail-in applications postmarked, or electronic applications received on or before March 31, 2023, meet the deadline and must be processed unless OTDA advises otherwise. The functionality to submit online HEAP applications for Regular component benefits through my Benefits will be disabled at 5:00 pm on March 31, 2023, unless OTDA advises otherwise.

All HEAP applications must be processed in accordance with instructions found in the New York State [HEAP Manual](#) (revised 7/1/2021) and [22-LCM-12](#). All applications for Regular or Emergency HEAP benefits received after the deadline must be denied using CNS denial code F08 (HEAP Application Received after HEAP Program Year Closing Date) or, if needed, by using the HEAP Manual Denial Notice ([LDSS-3494B](#)).

Temporary Assistance (TA) Implications:

Districts must continue to explore the availability of, and individual eligibility for, Regular, first Emergency, and/or second Emergency HEAP benefits before issuing a 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) payment to meet a utility or non-utility energy emergency.

Additional Guidance to Districts:

Districts must continue to submit their HEAP Pending Case Report in eReports on a weekly basis, as outlined in [22-LCM-12](#).