



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

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## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	23 TA/DC026 Upstate and New York City
<b>Date:</b>	March 31, 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>	2022-2023 Home Energy Assistance Program (HEAP) Revised Emergency Component Closing Date
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	HEAP Bureau (518) 473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a>

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### 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 Emergency benefit component will be extended from March 31, 2023 to April 28, 2023, or until funds allocated to this component are exhausted, whichever comes first.

#### Emergency Benefit Component Extension:

The Emergency benefit component is scheduled to operate through the close of business (COB) April 28, 2023. All districts and alternate certifiers must continue to accept applications for first and second Emergency benefits through COB April 28, 2023, unless OTDA advises otherwise. Mail-in applications postmarked on or before the closing date meet the deadline and must be processed 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 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](#)).

The Regular benefit component will close on March 31, 2023. Households that apply for Emergency benefits after this date that did not receive a current program year Regular HEAP benefit must complete the HEAP Application ([LDSS-3421](#)) in addition to the Emergency Benefit Budget Worksheet ([LDSS-](#)

[3594B](#)). Districts must assess the household for basic eligibility, but must not issue a Regular benefit for applications received after March 31, 2023.

**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](#).