



# Office of Temporary and Disability Assistance

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## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	23 TA/DC029 Upstate and New York City
<b>Date:</b>	April 18, 2023
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, HEAP Coordinators, TA Directors, SNAP Directors, SNAP Development Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	2022-2023 HEAP Cooling Assistance Component
<b>Effective Date:</b>	May 1, 2023
<b>Contact Information:</b>	HEAP Bureau: <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a> or 518-473-0332
<b>Attachments:</b>	<a href="#">Attachment 1 – HEAP Cooling Assistance Request for Benefit, LDSS-4992 (Rev. 3/23)</a> <a href="#">Attachment 2 – HEAP Cooling Assistance Services Invoice, LDSS-5044 (Rev. 3/23)</a> <a href="#">Attachment 3 - Revised HEAP Cooling Assistance Component Reference Tool</a>

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### Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the 2022-2023 Cooling Assistance Component (CAC) will open on Monday, May 1, 2023, and to inform districts of policy and form changes for the 2022-2023 CAC.

Applications for the 2022-2023 CAC must be accepted starting on Monday, May 1, 2023. Benefits will be provided on a first come, first served basis to eligible applicants through Thursday, August 31, 2023, or until funding allocated to this component is exhausted. If the dates of operation are revised, districts will be notified via GIS.

Two forms have been updated for use with the 2022-2023 CAC. The HEAP Cooling Assistance Request for Benefit ([LDSS-4992](#)) (Attachment 1) added questions to assist districts in assessing eligibility for CAC. This form is available in Intelligent Auto-Fill (IAF). The HEAP Cooling Assistance Services Invoice ([LDSS-5044](#)) (Attachment 2) added additional space for vendors to clearly indicate details of the installed air conditioner. Both forms have a revision date of 3/23 and are available on [LDSS E-Forms](#) for ordering and/or downloading by local districts for local reproduction.

Applications for the 2022-2023 CAC must be processed in accordance with instructions found in [22-LCM-12](#) and Attachment 3, Revised HEAP Cooling Assistance Component Reference Tool. The attached reference tool replaces the version included with [22-LCM-12](#).

CAC benefits are available to HEAP eligible households containing at least one individual with a documented medical condition that is exacerbated by extreme heat and verified in writing by a physician, physician assistant, or nurse practitioner. Households that are unable to obtain required documentation within the requested timeframe may attest to having a medical condition that is exacerbated by extreme heat and that they are experiencing a hardship in obtaining medical documentation. Households containing a vulnerable member based on their age (elderly age 60 years or older, or young children under age 6) that meet all other component eligibility criteria may receive a CAC benefit without a corresponding medical need. No additional cash benefits are available for CAC. More information on CAC eligibility is included in the attached reference tool.

Districts are required to complete and submit the number of pending HEAP CAC applications weekly, using the established HEAP Pending Case Report in eReports. Effective Friday, May 5, 2023, districts must begin reporting HEAP CAC pending applications.

The HEAP Bureau has scheduled two Webex meetings to provide technical assistance to districts with the implementation of 2022-2023 CAC. Representatives from OTDA's HEAP Bureau will be available for questions related to the program administration. Information regarding the Webex meetings will be forthcoming under separate cover.