



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	23 TA/DC034 Upstate and New York City
Date:	April 28, 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 Emergency Component Closing Date
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 a change to the 2022-2023 Home Energy Assistance Program (HEAP). The dates of operation for the Emergency benefit component will be extended from April 28, 2023, to May 19, 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) May 19, 2023. All districts and alternate certifiers must continue to accept applications for first and second Emergency benefits through COB May 19, 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 closed 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 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) payments 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](#).