



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	23TA/DC047 Upstate and New York City
Date:	June 15, 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:	Revised Home Energy Assistance Program Qualified Non-Citizen (LDSS-4998) form and CNS HEAP Ineligible Non-Citizen Denial Code (F06)
Effective Date:	Immediately
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1 – Home Energy Assistance Program Qualified Non-Citizen (LDSS-4998)

Section 2

The purpose of this General Information System (GIS) message is to provide Social Services Districts (districts) with information regarding revisions to the Home Energy Assistance Program Qualified Non-Citizen (LDSS-4998) form and the Client Notice System (CNS) HEAP Ineligible Non-Citizen Denial Code (F06).

Background

The Home Energy Assistance Program Qualified Non-Citizen (LDSS-4998) form was developed to assist district staff in identifying satisfactory non-citizen statuses as established under the Federal Immigration and Nationality Act (INA) and relating that status to a non-citizen's eligibility for Home Energy Assistance Program (HEAP). The LDSS-4998 is intended to support existing policy regarding HEAP eligibility of non-citizens set forth in Federal and State Statute, State Regulations, and the Office of Temporary and Disability Assistance (OTDA) policy issuances to districts.

Home Energy Assistance Program Qualified Non-Citizen (LDSS-4998) Revisions

The LDSS-4998 (Attachment 1), previously named Home Energy Assistance Program Qualified Alien, was updated to include revisions to the language “alien” which now reads “non-citizen” throughout the document, including the form name. Additional acceptable forms of immigration documentation for HEAP eligibility have been added to the form. The form has a revision date of 11/22.

CNS HEAP Ineligible Non-Citizen Denial Code (F06) Revisions

HEAP Denial Code F06 language has been revised to align with the Home Energy Assistance Program Qualified Non-Citizen (LDSS-4998) form.

Forms Ordering Information

The Home Energy Assistance Program Qualified Non-Citizen (LDSS-4998) form has been posted on the OTDA Intranet website at: http://otda.state.ny.net/ldss_eforms/ 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
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.

Additional Guidance to Districts

Upon the release of this GIS, all previous versions of the Home Energy Assistance Program Qualified Alien (LDSS-4998) with a revision date of 5/17 or earlier must be replaced with the Home Energy Assistance Qualified Non-Citizen (LDSS-4998) with a revision date of 11/22. Districts seeking additional information should contact their HEAP Bureau Liaison.