



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	23DC050 Upstate and New York City
Date:	July 05, 2023
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA Directors, SNAP Directors
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	2022-2023 HEAP Cooling Assistance Component Revised Closing Date
Effective Date:	July14, 2023
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	N/A

Section 2

The purpose of this GIS message is to provide social services districts (districts) with updated information regarding the Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC).

The 2022-23 HEAP CAC is scheduled to operate through close of business (COB) Friday, July 14, 2023. Districts must continue to accept applications for CAC through COB July 14, 2023. Mail-in applications postmarked on or before the CAC closing date meet the deadline and must be processed. Applications received after the CAC closing date must be denied using the Client Notice System (CNS) closing code M09 "Cooling Benefit Denial" or the [Home Energy Assistance Program Notice of Eligibility Decision - Denial \(LDSS 3494B\)](#).

All HEAP CAC applications must be processed in accordance with instructions found in [23TA/DC029](#), [22-LCM-12](#), and the [HEAP Manual](#). Vendors must submit final bills to local districts within 30 business days of services rendered, but no later than September 30, 2023.

Districts are reminded to continue submitting their HEAP Pending Case Report on a weekly basis, which is accessed through [eReports](#). Cooling applications must be reported as pending until approved or denied through the Welfare Management System (WMS) or myWorkspace. If your district has no pending HEAP CAC applications, enter "0" in that field.