



## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	24DC014 Upstate and New York City
<b>Date:</b>	April 3, 2024
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, HEAP Coordinators, TA and SNAP Directors, WMS Coordinators, Accounting Supervisors
<b>From:</b>	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
<b>Subject:</b>	Opening Date for 2023-2024 Home Energy Assistance Program (HEAP) Cooling Assistance Component
<b>Effective Date:</b>	April 15, 2024
<b>Contact Information:</b>	HEAP Bureau: (518) 473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 – NYS HEAP Cooling Assistance Component Tool</a> <a href="#">Attachment 2 – HEAP Cooling Assistance Request for Benefit (LDSS-4992)</a> <a href="#">Attachment 3 – HEAP Cooling Assistance Services Invoice (LDSS-5044)</a>

### Section 2

The purpose of this GIS is to provide social services districts (districts) with information about the 2023-2024 Home Energy Assistance Program (HEAP) Cooling Assistance Component (CAC) benefit. Districts must begin accepting applications for CAC benefits on Monday, April 15, 2024, through COB on Friday, August 30, 2024, or until funding allocated to this component is exhausted, whichever comes first. If the dates of operation are revised, districts will be notified via GIS.

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 the required documentation within the requested timeframe may provide attestation that a household member has a medical condition that is exacerbated by extreme heat, and they are experiencing a hardship in obtaining medical documentation.

Households containing a vulnerable member based on their age (60 years or older, or 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.

All other households without a vulnerable member based on their age must have a household member with a medical condition that is exacerbated by extreme heat. A detailed component summary may be found in the revised NYS HEAP Cooling Assistant Component Tool (Attachment 1).

The HEAP Cooling Assistance Request for Benefit ([LDSS-4992](#)) (Attachment 2) was revised for this program year and has a revision date of 1/24. This must be used for the 2023-2024 program year. All old versions of revised forms must be discarded at both the district and alternate certifier.

The revised form includes the following changes:

- “To be completed by Certifying Agency only” moved to the top of the form
- Removed “Applicant Information” language
- Added “alternate phone number”
- Added space to list the name of the person with medical condition
- Added question: “Does the household have working central air conditioning?”
- Changed “Agency Use Section” to “Agency Review”
- Added boxes for documentation of medical condition
- Added space to notate medical condition and documentation hardship

The [LDSS-4992](#) requires a worker and supervisor signature. This signature requirement applies to cooling applications processed in the Welfare Management System (WMS) or myWorkspace. Districts with an approved HEAP specific Case Supervisory Review (CSR) plan may review a targeted sample of applications, consistent with the district’s CSR plan.

The HEAP Cooling Assistance Services Invoice ([LDSS-5044](#)) (Attachment 3) is used by both the district and the vendor. Vendors must submit a completed HEAP Cooling Assistance Services Invoice ([LDSS-5044](#)) with client signature to the district for a payment to be authorized. Payments to vendors must not exceed \$800 for a fan, window unit, or portable air conditioner, or \$1,000 for an existing wall sleeve unit, once in a 5-year period to be determined from the installation date.

All forms required to administer the CAC are available on [LDSS E-Forms](#) for ordering and/or downloading by local districts for local reproduction. For districts outside of New York City, the LDSS-4992 and the LDSS-5044 are available as Intelligent Auto-Fill (IAF) forms for ease of completion by the certifying agency.

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, April 19, 2024, districts must begin reporting HEAP CAC pending applications.

Detailed HEAP eligibility requirements and procedures are outlined in [23-LCM-18](#) released October 26, 2023, and in the NYS [HEAP Manual](#).

The HEAP Bureau has scheduled two Webex meetings to provide technical assistance to districts with the implementation of 2023-2024 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 a separate cover. Districts seeking additional information should contact their HEAP Bureau Liaison.