



General Information System (GIS) Message

Section 1

Transmittal:	25DC006 Upstate and New York City
Date:	January 21, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA and SNAP Directors, WMS Coordinators, Accounting Supervisors
From:	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
Subject:	2024-2025 Home Energy Assistance Program (HEAP) Revised Regular Benefit Closing Date
Effective Date:	January 21, 2025
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Attachments:	<None>

Section 2

The purpose of this GIS is to inform social services districts (districts) of changes to the 2024-2025 Home Energy Assistance Program (HEAP). The Regular benefit component date will operate through the close of business (COB), today, January 21, 2025. 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](#) and [24-LCM-15](#). All applications for Regular 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).

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 January 21, 2025.

Temporary Assistance (TA) Implications:

Districts must continue to explore the availability of, and eligibility for, Regular, and/or any available 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) payment 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 [24-LCM-15](#).