

GENERAL INFORMATION SYSTEM
DIVISION: Temporary Assistance

October 1, 2002

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TO: Commissioners, TA/FS Directors; HEAP Liaisons

FROM: Patricia Stevens, Deputy Commissioner
Division of Temporary Assistance

SUBJECT: 2002-2003 Home Energy Assistance Program (HEAP)

EFFECTIVE DATE: October 1, 2002

CONTACT PERSON: Western Regional Team (518) 473-0332

This is to provide you with some additional information about the 2002-2003 HEAP program.

Program opening

- ❖ Applications for regular HEAP benefits must be accepted beginning October 1, 2002.
- ❖ Each local district is responsible for announcing the opening of HEAP in their district.
- ❖ Effective October 1, districts may guarantee payment of a regular HEAP benefit to resolve the emergency situation of an eligible household. This includes regular benefits authorized through the PA or FS automatic payment process. Guarantee of HEAP payments must be used to resolve the emergency of an eligible household, whenever possible.
- ❖ Applications for emergency benefits must be accepted beginning November 1, 2002. Districts must not take applications, make eligibility determinations or guarantee payments for emergency benefits prior to November 1, 2002. Applications for the Heating Equipment Repair/Replacement component must be accepted beginning November 1, 2002.

Funding and Payments:

- ❖ At the recently completed 2002-2003 HEAP Regional Meetings local districts were notified of the following:
 - 1) Any unclaimed 2002-2003 cooling component administrative allocations will be rolled into this 2002-2003 local district administrative allocation ceiling.
 - 2) Any unobligated cooling funds will also remain with the districts for use in the regular HEAP component beginning October 1, 2002.
- ❖ Initial allocations for regular, auto-pay and emergency benefits components and local district administrative allocations are expected to be made available by Monday, October 7, 2002.

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Eligibility Notification

- ❖ Applicants must be notified of the eligibility decision within thirty (30) business days of receipt of a signed, completed application. The processing time for those applications received prior to October 1 begins October 1, 2002.

Income Guidelines and Benefit Amounts

- ❖ Income guidelines and benefit amounts provided on the (DSS-3862) HEAP Desk Guide, revision date 10/02 are final.

Policy and Procedures Guidelines

- ❖ The HEAP Manual is in revision and all districts will be provided with complete copies. Districts should use the materials provided in the September regional meetings in conjunction with the current HEAP Manual for policy and procedures.

Additional Information

- ❖ Please share this information with all appropriate staff and local certifiers.