

2006 – 2007 Home Energy Assistance Program (HEAP) Desk Guide

MONTHLY INCOME ELIGIBILITY GUIDELINES *			INELIGIBLE LIVING SITUATIONS
Household Size	Tier I	Tier II	Households in the following living situations are not eligible
1	0 - \$1,062	\$1,063 - \$1,764	<ul style="list-style-type: none"> tenants of government subsidized housing with heat included in rent (households that pay heat-related electricity may be eligible for emergency benefits).
2	0 - 1,430	1,431 - 2,307	<ul style="list-style-type: none"> individuals paying room and/or room and board in a private residence;
3	0 - 1,798	1,799 - 2,850	<ul style="list-style-type: none"> individuals temporarily housed in a motel/hotel or recreational vehicles,
4	0 - 2,167	2,168 - 3,393	<ul style="list-style-type: none"> residents of congregate care facilities (licensed and unlicensed), dormitories, agency boarding homes, group homes, or institutions;
5	0 - 2,535	2,536 – 3,936	
6	0 - 2,903	2,904 - 4,479	<ul style="list-style-type: none"> residents of government provided housing on military bases with no heat or agency boarding homes, group homes or institutions;
7	0 - 3,272	3,273 - 4,580	<ul style="list-style-type: none"> migrant/seasonal farm workers with no heating or heat related expenses;
8	0 - 3,640	3,641 - 4,682	<ul style="list-style-type: none"> individuals who have no responsibilities for heating costs and do not make undesignated payments for heat in the form of rent.
9	0 - 4,008	4,009 - 4,784	<ul style="list-style-type: none"> individuals living in motor vehicles or vans.
10	0 - 4,377	4,378 – 5,050	
11	0 - 4,745	4,746 - 5,475	
11+	+ 368	+ 425	

Categorical Eligibility: A household is categorically income eligible (Tier I) if at least 1 member of the HEAP household is in receipt of recurring FA, SN, FS, or Code A SSI benefits.

*Convert weekly income to monthly by multiplying income by 4.333.

*Convert bi-weekly income to monthly by multiplying income by 2.166.

DOCUMENTATION

Residence	Household Composition	Income	Vendor Relationship
<ul style="list-style-type: none"> Rent Receipt with address * Copy of Lease with address * 	<ul style="list-style-type: none"> Driver's License Birth Certificates/Baptismal Certificates 	<ul style="list-style-type: none"> Pay Stubs Business Records (self-employed) 	<ul style="list-style-type: none"> A Current Utility/Fuel Bill Contact with Utility/Fuel Co.
<ul style="list-style-type: none"> Water, Sewage or Tax Bill * 	<ul style="list-style-type: none"> School Records 	<ul style="list-style-type: none"> Check(s) (SSA, VA, RR pensions, etc.) 	<ul style="list-style-type: none"> If Heat or Utility Bill is in a different name, document reason
<ul style="list-style-type: none"> Homeowner's Insurance Policy * Mortgage Payment Receipt * Deed * Utility Bill 	<ul style="list-style-type: none"> Collateral Contacts (e.g. landlord) Social Security Cards Marriage Certificates 	<ul style="list-style-type: none"> Unemployment Insurance Benefits (UIB) Book Bank Books/Dividend or Interest Statements 	
* Note: Also verifies tenant of record.			

VULNERABILITY

Age – under 6 years/60 or older	Disabled
<ul style="list-style-type: none"> Birth Certificate Baptismal Certificate with date of birth Passport Driver's License 	<ul style="list-style-type: none"> Award Letter Copy of Benefit Check Written Statement of Eligibility for Benefits

CITIZENSHIP/QUALIFIED ALIEN ELIGIBILITY CRITERIA

- Only US citizens or Qualified Aliens are eligible for HEAP

This desk guide is intended as a reference guide. It must be used in conjunction with the policy and procedures established by NYSOTDA and with the HEAP Manual.

HEATER'S BENEFIT POINT SCHEDULE (Benefit Point Value - \$55 for each point)		STATEWIDE ANNUAL ENERGY COST STANDARD PRIMARY FUEL TYPE				
Income Tier		Household Size	Oil, Kerosene, Propane	Natural Gas, Wood, Coal	Municipal Electric Heat	PSC Regulated & Village of Greenport Electric Heat
Tier I	2 Points	1	\$3,617	\$2,485	\$551	\$2,143
Tier II	1 Points	2	3,936	2,690	613	2,331
		3	4,256	2,895	676	2,506
Vulnerable Population		4	4,575	3,100	739	2,787
		5	4,895	3,305	802	3,086
Household has at least one member who is:		6	5,214	3,509	865	3,391
		7	5,534	3,714	927	3,696
Under 6, 60 or older, disabled or	1 Point	8+	5,853	3,919	990	4,001
None of the above	0 Points					
Income/Energy Burden Ratio		Non-Heating Benefits				
Up to 8.49%	2 Points	Tier I	\$50			
8.50 – 15.49%	3 Points	Tier II	\$40			
15.50% and over	5 Points					

EMERGENCY HEAP

Income Guidelines

The maximum eligibility guidelines are utilized. A household is categorically income eligible and placed in Tier I if at least one member of the HEAP household is in receipt of recurring FA, SN, FS, or Code A SSI.

Resources

All available liquid resources must be explored, documented, and utilized. For heating equipment replacement, up to \$3,000 in available liquid resources are exempt.

Benefits

Utility Emergencies (Heat or Heat-related only)	Non-Utility Heating Emergencies	Supplemental Amounts (if appropriate criteria are present)
Each utility benefit is available once per program year and buys a minimum of thirty (30) days of prospective service. <ul style="list-style-type: none"> a. Heat related domestic only - \$100 b. Natural Gas Heat Only - \$235 c. Natural Gas Heat Combined with Heat Related Domestic - \$335 d. PSC/Village of Greenport Electric Heat - \$485 (\$385 heat plus \$100 for heat related domestic) e. Municipal Electric Heat - \$235 	A one-time benefit of \$500 is authorized	+ \$25. - Tier I Household (\$50 for a combined utility bill) + \$50. - Vulnerable member in household (\$100 for combined utility) + \$50. – More than 4 person household (\$100 for a combined utility bill)