

DSS-4357EL

WGIUPD

GENERAL INFORMATION SYSTEM
DIVISION: TEMPORARY ASSISTANCE

02/23/00

PAGE 1

GIS 2000 TA/DC002

TO: LOCAL COMMISSIONERS, HEAP LIAISONS, IM DIRECTORS, FINANCE
DIRECTORS, FS DIRECTORS
FROM: PATRICIA A. STEVENS, DEPUTY COMMISSIONER
DIVISION OF TEMPORARY ASSISTANCE
SUBJECT: CONTINGENCY FUNDS - 2/28/00

EFFECTIVE DATE: 2/22/00

CONTACT PERSON: WESTERN REGIONAL TEAM 1 (800) 342-3009

THE FEDERAL GOVERNMENT RELEASED A THIRD CONTINGENT HEAP BENEFIT ON FEBRUARY 16, 2000 TO ASSIST LOW-INCOME FAMILIES TO MEET THE HIGH COST OF OIL. OF THE \$120 MILLION RELEASED, NEW YORK STATE WILL RECEIVE APPROXIMATELY \$36.6 MILLION.

THESE FUNDS WILL BE USED TO ASSIST A LARGER NUMBER OF LOW-INCOME HOUSEHOLDS TO RECEIVE ASSISTANCE WITH THEIR HEATING BILLS.

EFFECTIVE WITH APPLICATIONS DATED TUESDAY, FEBRUARY 22, 2000, FOR BOTH REGULAR AND EMERGENCY HEAP, THE 1999-2000 PROGRAM HAS BEEN MODIFIED AS FOLLOWS:

- THE TIER II INCOME ELIGIBILITY GUIDELINES USED TO DETERMINE A HEAP APPLICANT'S ELIGIBILITY HAVE BEEN RAISED TO REFLECT 60% OF THE ESTIMATED NEW YORK STATE MEDIAN INCOME. THE TIER II MAXIMUM MONTHLY INCOME FIGURE HAS INCREASED FOR HOUSEHOLDS AS FOLLOWS:

1. ONE PERSON HOUSEHOLD FROM \$1,030 TO \$1,454
2. TWO PERSON HOUSEHOLD FROM \$1,383 TO \$1,901
3. THREE PERSON HOUSEHOLD FROM \$1,735 TO \$2,348
4. FOUR PERSON HOUSEHOLD FROM \$2,088 TO \$2,796
5. FIVE PERSON HOUSEHOLD FROM \$2,440 TO \$3,243
6. SIX PERSON HOUSEHOLD FROM \$2,793 TO \$3,690
7. SEVEN PERSON HOUSEHOLD FROM \$3,145 TO \$3,774
8. EIGHT PERSON HOUSEHOLD FROM \$3,498 TO \$3,858
9. FOR HOUSEHOLDS THAT INCLUDE MORE THAN 8 PEOPLE, ADD \$84 FOR EACH ADDITIONAL PERSON.

THE TIER I INCOME ELIGIBILITY GUIDELINES REMAIN THE SAME. THE REVISED DESK GUIDE REFLECTING THESE INCREASES IS ATTACHED TO THE GIS AND IS AVAILABLE ON ELIB. DISTRICTS SHOULD MAKE PEN AND INK CORRECTIONS TO THE 09/99 VERSION OF THE DESK GUIDE UNTIL THEY ARE ABLE TO OBTAIN COPIES OF THE UPDATED ONE.

DSS-4357EL

WGIUPD

GENERAL INFORMATION SYSTEM

DIVISION: TEMPORARY ASSISTANCE

02/23/00

PAGE 2

GIS 2000 TA/DC002

- o DISTRICTS MAY NOW AUTHORIZE A SECOND EMERGENCY BENEFIT TO HOUSEHOLDS WITH PSC REGULATED OR MUNICIPAL UTILITY.

EFFECTIVE TUESDAY, FEBRUARY 22, 2000 A SECOND EMERGENCY BENEFIT WILL BE PROVIDED TO ELIGIBLE HOUSEHOLDS WHOSE PRIMARY SOURCE OF HEAT OR HEAT-RELATED DOMESTIC ELECTRICITY IS PROVIDED BY A PSC REGULATED OR MUNICIPAL UTILITY. IF ONE BENEFIT IS NOT ENOUGH TO AVERT THE EMERGENCY, DISTRICTS WILL BE ALLOWED THE FLEXIBILITY TO COMBINE EMERGENCY BENEFITS TO HOUSEHOLDS THAT HAVE NOT RECEIVED AN EMERGENCY BENEFIT THIS PROGRAM YEAR. HOUSEHOLDS WITH AN APPLICATION DATE OF 2/22/00 OR LATER ARE ELIGIBLE FOR THE ADDITIONAL EMERGENCY BENEFIT TO PSC REGULATED OR MUNICIPAL ACCOUNTS.

DISTRICTS MAY NOT ESTABLISH A CREDIT FOR A PSC RELATED OR MUNICIPAL UTILITY IF THE EMERGENCY BENEFIT OR COMBINED BENEFIT EXCEEDS THE AMOUNT OWED. ALL OTHER PROGRAM REQUIREMENTS REMAIN IN EFFECT.

DISTRICTS WILL BE PROVIDED ADDITIONAL FUNDING FOR ADMINISTRATIVE ACTIVITIES ASSOCIATED WITH THE DISTRIBUTION OF THE CONTINGENCY MONEY TO ELIGIBLE HOUSEHOLDS.

DISTRICTS SHOULD NOTIFY THEIR LOCAL ALTERNATE CERTIFIERS OF THE CHANGES CONTAINED IN THIS GIS.

1999-00 HOME ENERGY ASSISTANCE PROGRAM (HEAP) DESK GUIDE

Income Eligibility Guidelines*

Ineligible Living Situations

<u>Household Size</u>	<u>Tier I</u>	<u>Tier II</u>
1	0 - \$ 893	\$ 894 - \$1,454
2	0 - 1,198	1,199 - 1,901
3	0 - 1,504	1,505 - 2,348
4	0 - 1,809	1,810 - 2,796
5	0 - 2,115	2,116 - 3,243
6	0 - 2,420	2,421 - 3,690
7	0 - 2,726	2,727 - 3,774
8	0 - 3,031	3,032 - 3,858

Each
Additional Person +26 +84

Categorical Eligibility:

A household is 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.

Households in the following living situations are not eligible:

- o tenants of government subsidized housing with heat included in rent;
- o individuals paying room and/or room and board in a private residence;
- o individuals temporarily housed in a motel/hotel or temporarily living in cars, vans, or recreational vehicles;
- o residents of congregate care facilities (licensed and unlicensed), dormitories, agency boarding homes, group homes, or institutions;
- o residents of government provided housing on military bases with no heat or utility bills in their names;
- o migrant/seasonal farm workers with no heating or heat related expenses;
- o individuals who have no responsibilities for heating costs and do not make undesignated payments for heat in the form of rent.

Documentation

Residence

- o Rent Receipt with address
- o Copy of Lease with address
- o Water, Sewage or Tax Bill
- o Homeowner's Insurance Policy
- o Mortgage Payment Receipt
- o Deed
- o Utility Bill

Household Composition

- o Driver's License
- o Birth Certificates/Baptismal Certificates
- o School Records
- o Collateral Contacts (e.g. landlord)
- o Social Security Cards
- o Marriage Certificates

Income

- o Pay Stubs
- o Business Records (self-employed)
- o Check(s) (SSA, VA, RR pensions, etc.)
- o Unemployment Insurance Benefits (UIB) Book
- o Bankbooks/Dividend or Interest Statements

Vendor Relationship

- o A Current Utility/Fuel Bill
- o Contact with Utility/Fuel Co
- o If Heat or Utility Bill is in a Different Name, Document Reason

Vulnerability:

Age - under 8 years/60 or older
Disabled

- o birth certificate
- o baptismal certificate with date of birth
- o copy of benefit check
- o award letter

o 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 NYSDSS and with the HEAP Manual.

REGULAR HEAP

Heater's Benefit Point Schedule (Benefit Point Value - \$50 for each point)

I. Income Tier	II. Vulnerable Population
Tier I 2 points	Household has at least one member who is:
Tier II 1 point	under age 8; 60 or older; disabled - 1 point
	or
	none of the above. - 0 points

III. Income/Energy Burden Ratio

1 - 8.49%	1 point
8.50 - 15.49%	2 points
15.50% and over	4 points

Renter's Benefit

Tier I - \$50	Tier II - \$40
---------------	----------------

The benefit amounts are statewide standard amounts.

PRIMARY FUEL TYPE

Household Size	Oil, Kerosene, Propane	Natural Gas, Coal, Wood, Municipal Electric Heat	PSC Regulated and Village of Greenport Electric Heat
1	\$1,225	\$ 997	\$1,981
2	1,398	1,170	2,154
3	1,560	1,332	2,316
4	1,784	1,640	2,576
5	2,024	1,868	2,852
6	2,246	2,090	3,134
7	2,468	2,300	3,416
8+	2,690	2,510	3,698

EMERGENCY HEAP

Availability of Regular HEAP

Regular HEAP benefit must be utilized first when available and sufficient to ameliorate the emergency. The benefit is sufficient when it is at least equal to the cost of utility service for the most recently completed monthly billing cycle immediately preceding the date of application or when a non-utility fuel delivery can be obtained. If the regular benefit is not sufficient it is combined with an emergency benefit, as outlined below, provided the household meets all eligibility criteria for emergency HEAP.

Income Guidelines

The maximum eligibility guidelines are utilized. However, income tier must be established to determine the appropriate pay code for WMS. A household is categorically 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 liquid resources are exempt.

Benefits

1. Utility Emergencies (Heat or Heat-related only)

- Heat related domestic only - \$100
- Natural gas heat only - \$235
- Natural gas heat - combined with heat related domestic - \$335
- Electric heat - \$485 (\$385 heat plus \$100 for heat related domestic)

Each utility benefit is available once per program year and buys a minimum of thirty (30) days of prospective service. A full benefit or the total balance due, which ever is less, is issued.

2. Non-Utility Heating Emergencies

Benefit amount of \$400 (eff. 2/16/00)

3. Supplemental Amounts (if appropriate criteria are present):

- + \$25 - Tier I household (\$50 for a combined utility bill)
- + \$50 - Vulnerable member in household (\$100 for a combined utility bill)
- + \$50 - More than 4 person household (\$100 for a combined utility bill)