

DSS-4357EL

WGIUPD

GENERAL INFORMATION SYSTEM
DIVISION: Temporary Assistance

03/01/00

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TO: LOCAL DISTRICT COMMISSIONERS; HEAP LIAISONS; IM DIRECTORS; FS
DIRECTORS**FROM:** PATRICIA A. STEVENS, DEPUTY COMMISSIONER
DIVISION OF TEMPORARY ASSISTANCE**SUBJECT:** REVISED HEAP DESK GUIDE AND HEAP PROGRAM MODIFICATIONS**EFFECTIVE DATE:** 2/29/00**CONTACT PERSON:** WESTERN REGIONAL TEAM AT 1 (800) 343-8859, EXT. 3-0332

In the most recent revision of the income guidelines section of the HEAP Desk Guide, a change was inadvertently made to the amount which is added to the income guidelines for each additional person in Tier I households containing nine (9) or more members.

The amount for each additional person over 8 members was incorrectly changed to \$26. The correct amount is \$306.

The revised amount for each additional person for Tier II (\$84) is CORRECT in the new Desk Guide.

A new Desk Guide with a revision date of 2/29/00 is available on E-Lib along with this GIS.

In addition to correcting the error in the income guidelines section, two changes have been made to the "Emergency HEAP" section of the Desk Guide:

- o A note has been added to reflect the availability of the second regular benefit for non-utility heaters.
- o Language has been modified to reflect the availability of a second utility emergency benefit.

Please disregard all other versions of the HEAP Desk Guide and use only the version with the 2/29/00 revision date.

The HEAP Benefit Issuance Matrix has also been revised to reflect the addition of the second utility emergency benefit. A revised version, revision date 2/29/00, is available on e-lib.

Districts should also make a pen and ink change to page 3 of the "Dear HEAP Liaison" letter dated February 17, 2000. The letter incorrectly refers to a

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pending time frame of 10 calendar days. However, the pending time frame is 10 **BUSINESS** days.

Additional information/clarifications on the most recent program changes will be provided shortly to HEAP liaisons.

Please share this information with your other local certifiers.

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

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.

Each Additional Person +306 +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.

Documentation

<u>Residence</u>	<u>Household Composition</u>	<u>Income</u>	<u>Vendor Relationship</u>
o Rent Receipt with address	o Driver's License	o Pay Stubs	o A Current Utility/Fuel Bill
o Copy of Lease with address	o Birth Certificates/Baptismal Certificates	o Business Records (self-employed)	o Contact with Utility/Fuel Co
o Water, Sewage or Tax Bill	o School Records	o Check(s) (SSA, VA, RR pensions, etc.)	o If Heat or Utility Bill is in a Different Name, Document Reason
o Homeowner's Insurance Policy	o Collateral Contacts (e.g. landlord)	o Unemployment Insurance Benefits (UIB) Book	
o Mortgage Payment Receipt	o Social Security Cards	o Bankbooks/Dividend or Interest Statements	
o Deed	o Marriage Certificates		
o Utility Bill			
<u>Vulnerability:</u>			
Age - under 8 years/60 or older	o birth certificate	o baptismal certificate with date of birth	o written statement of eligibility for benefits
Disabled	o copy of benefit check	o award letter	

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 NYSDDS 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
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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.

NOTE: A second regular benefit is available for households paying separately for non-utility fuel, effective 2/16/00.

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)

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

2. Non-Utility Heating Emergencies

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

A second emergency benefit is available, effective 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
- + \$50 - More than 4 person household (\$100 for a combined utility bill)

A second emergency benefit is available effective 2/26/00. Each benefit buys a minimum of thirty (30) days of prospective service. A full benefit or the total balance due, which ever is less, is issued.