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TO: Commissioners; IM Directors; HEAP Liaisons; Finance Directors;
FS Directors**FROM:** Patricia A. Stevens, Deputy Commissioner
Division of Temporary Assistance**SUBJECT:** Additional HEAP Funding**EFFECTIVE DATE:** January 8, 2001**CONTACT PERSON:** Western Regional Team 1-800-343-8859, extension 3-0332

This is to advise you of HEAP program changes resulting from NYS' receipt of additional HEAP funding in the total of \$100.5M. Funding for NYS' program now totals \$307M.

Effective January 8, 2001, a second emergency benefit is available for both heating (non-utility and utility) and heat-related utility emergencies.

Households that have been determined eligible for a heat or heat-related emergency benefit during the 2000-2001 program are deemed eligible for the second emergency benefit based on information from the original emergency application. Emergency benefits cannot be authorized based only on an application for regular benefits.

The current emergency situation must be verified for all requests for second emergency benefits.

The second emergency benefit is accessible by request, either by phone or in person, from the original applicant. However, a household must re-apply in accordance with normal HEAP emergency benefit rules: if the original applicant is no longer in the household, if the applicant has moved, no longer meets the customer and/or tenant of record rules, or if the applicant wants new or different information used in determining eligibility and/or calculating the second benefit.

The second emergency benefit amount is the same as the original emergency benefit authorized unless the household was required or opted to file a new application.

The certifier must complete a **Request for Additional Emergency Benefit** form for each request. The form will be provided to districts shortly.

Effective January 8, 2001, multiple benefits (regular plus two

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emergencies) are authorized for households paying separately for heat and who are in a heating emergency situation at the time of application for regular benefits. Both emergency benefits are simultaneously authorized for households initially applying for emergency benefits, for both heat and heat-related emergencies.

WMS pay type code 04 is used for non-utility heating emergencies and pay type code 17 is used for utility heating and heat-related emergencies. A separate WMS pay line is written for each emergency benefit authorized.

Further details regarding this change will be provided shortly. Additional changes may also be made to the 2000-2001 program. You will be notified of any changes once they are finalized.

Local districts will receive additional HEAP administrative funds to assist in the implementation of any changes and to provide additional support for processing this year's volume of applications.

Please share this information with all other local certifiers and as appropriate.