

**TO:** Local District Commissioners, IM Directors, FS Directors, HEAP Liaisons  
**FROM:** Patricia A. Stevens, Deputy Commissioner, Division of Temporary Assistance  
**SUBJECT:** 1998-99 HEAP

**EFFECTIVE DATE:** November 16, 1998

**CONTACT PERSON:** Region Reps: Reg.I (518) 473-0332; Reg.II (518) 474-9344; Reg.III (518) 474-9307; Reg.IV (518) 474-9300; Reg.V (518) 473-1469; Reg.VI (212) 383-1658

This is to advise local districts of the final decisions that have been made regarding items discussed in the HEAP teleconference on October 28, 1998 which, at that time, were either draft or undetermined. The details are as follows:

- o Opening day will be Monday, November 16, 1998.
- o All 1998-99 initial HEAP allocations (administrative, application and emergency) have been sent to local district commissioners and HEAP liaisons.
- o The heating benefit point value has been set at \$45.00.
- o Tier I and II renters' benefits are \$50.00 and \$40.00 respectively.
- o A copy of the 1998-99 HEAP Manual will be available on the E-lib on Monday, November 16, 1998.
- o Hard copies of the Manual will be mailed to Commissioners and HEAP liaisons as soon as they are printed.
- o The new Desk Guide and Income Code Card (Green in color) were mailed to all HEAP liaisons on Friday, November 6, 1998.
- o HEAP Teleconference questions and answers will be forthcoming and mailed under separate cover.
- o On Tuesday, November 10, 1998 the following four (4) items were mailed to all HEAP liaisons:
  1. Revised Cover Letter Language for Mail-In Applications.
  2. Application Rights (the copy in the teleconference packet omitted page 2).
  3. PA/FS HEAP Questionnaire (Rev 8/98).
  4. Revised Cover Letter Language for PA/FS Questionnaire.