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GENERAL INFORMATION SYSTEM
DIVISION: Temporary Assistance

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TO: Local District Commissioners, IM Directors, HEAP Liaisons

FROM: Patricia A. Stevens, Deputy Commissioner, Division of Temporary Assistance

SUBJECT: Close-down of 1997-98 HEAP Regular and Emergency Components

EFFECTIVE DATE: May 1, 1998

CONTACT PERSON: NYSDSS Regional Liaisons - 1-800-343-8859 Extensions:
Regions I (3-0332); II (4-9344); III (4-9307);
IV (4-9300); V (3-1469); VI (212-383-1658)

This is to alert you that Friday, May 1, 1998 has been designated as the closing date for the regular and emergency components of the 1997-98 Home Energy Assistance Program (HEAP).

All local departments of social services and alternate certifiers for regular and emergency benefits must continue to accept applications and requests for applications for emergency benefits through the close of business (COB) on Friday, May 1, 1998.

Requests for appointments to apply for emergency benefits made on or before COB May 1, 1998 must be honored even if the certifier is unable to schedule the appointment before COB on May 1, 1998. Mail-in applications postmarked on or before May 1, 1998 must be processed.

We are requesting that all districts submit a pending case report which identifies the number of regular and emergency HEAP applications which are currently in process but not yet authorized as of May 1, 1998. Pending cases for all local certifying agencies should be included.

Energy related emergencies which occur after the closing of the HEAP emergency component must be handled in accordance with the procedures for providing emergency public assistance.

Referrals to your local weatherization provider for furnace replacements will continue.

Please share this information with all other local certifiers. Further information will be forthcoming.

Copy to Rm, K.C., R.S., J.K.