

2015-2016 Home Energy Assistance Program Desk Guide

INCOME ELIGIBILITY GUIDELINES *			INELIGIBLE LIVING SITUATIONS
HH Size	Tier I	Tier II	Households in the following living situations are not eligible
1	0 - 1,275	1,276 – 2,244	<ul style="list-style-type: none"> • Individuals paying room or room and board in a private residence • Individuals temporarily housed in a motel or hotel or recreational vehicle • Residents of government provided housing on military bases with no heat • Dormitories, agency boarding homes, groups or institutions (licensed and unlicensed) except those listed below • Migrant or seasonal farm workers with no heating or heat-related expenses • Individuals who have no responsibilities for heating costs and do not make payments for heat in the form of rent • Individuals living in motor vehicles or vans
2	0 - 1,726	1,727 – 2,935	
3	0 - 2,176	2,177 – 3,625	
4	0 - 2,627	2,628 – 4,316	
5	0 - 3,078	3,079 – 5,006	
6	0 - 3,528	3,529 – 5,697	
7	0 - 3,979	3,980 – 5,826	
8	0 - 4,430	4,431 – 5,956	
9	0 - 4,880	4,881 – 6,085	
10	0 - 5,331	5,332 – 6,215	
11	0 - 5,782	5,783 – 6,671	
11+	+451	+520	<p style="text-align: center;">Households in the following living situations may be eligible for \$21 benefit. See HEAP Manual for eligibility criteria</p> <ul style="list-style-type: none"> • Tenants of government subsidized housing with heat included in rent. Households that pay heat-related electricity may be eligible for emergency benefits. • Residents in specific group living situations. See <u>HEAP Manual</u> for specific WMS Codes/living situations. • NYSNIP participants with Shelter Codes 96 or 97

Categorical Eligibility: A household is categorically income eligible (Tier I) if at least one member of the HEAP household is in receipt of recurring FA, SN, SNAP, or Code A SSI benefits.

*Convert weekly income to monthly by multiplying income by 4.3333.

*Convert bi-weekly income to monthly by multiplying income by 2.1666.

DOCUMENTATION			
Residence	Identity of Household Members	Income	Social Security Number
<ul style="list-style-type: none"> • Current Rent Receipt with name and address • Statement from Landlord • Utility Bill • Copy of Lease with address • Water, Sewage or Tax Bill • Homeowner's/Renter's Ins. Policy • Mortgage Payment Book or Receipts with address 	<ul style="list-style-type: none"> • Driver's License • Photo ID • US Passport or Naturalization Certificate • Birth Certificate or Baptismal Certificate* • Validated Social Security Number* • Adoption Papers • Hospital or Doctor's Records • School Records • Statement from another person* <p style="text-align: center;">* Two forms of proof required</p>	<ul style="list-style-type: none"> • Pay Stubs • Child Support Order or Check • Business Records OR filed Federal Tax Return for the current year including all applicable schedules if self-employed. • Check(s) (SSA, VA, RR pensions, etc.) • Unemployment Insurance Benefit Amount • Interest/Bank/Dividend or Tax Statement 	<ul style="list-style-type: none"> • A valid Social Security Number must be provided for all household members
Vulnerability		Vendor Relationship	
Age—under 6 years or 60 or older	Disabled	<p>This desk guide is intended as a reference guide. It must be used in conjunction with the policy and procedures established by NYSOTDA and with the <u>HEAP Manual</u>.</p>	
<ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate with date of birth • Passport • Driver's License 	<ul style="list-style-type: none"> • SSA Award Letter • Written Statement of Eligibility for Benefits 		
CITIZENSHIP ELIGIBILITY CRITERIA			
Only US Citizens, US Non-Citizen National or Qualified Non-Citizens are eligible for HEAP			

REGULAR HEAP		
DELIVERABLE FUELS (Oil, Kerosene, Propane)		ADD ON AMOUNTS The following amounts are added to the base benefit, if applicable
BASE BENEFIT = \$575		+ \$25 for Tier I Household + \$25 for Vulnerable Member in Household
DELIVERABLE FUELS (Wood, Pellets, Coal, Corn)		
BASE BENEFIT = \$500		HEAT INCLUDED BENEFITS Tier I = \$35 Tier II = \$30 Heat and Eat = \$21
UTILITIES/MUNICIPAL ELECTRIC HEAT (Natural Gas, PSC Regulated Utilities and Municipal Electric Heat)		
BASE BENEFIT = \$350		
EMERGENCY HEAP		
Income Guidelines		Customer of Record
The maximum eligibility guidelines are utilized. A household is categorically income eligible and placed in Tier I if at least one member of the HEAP household is in receipt of recurring FA, SN, SNAP, or Code A SSI.		Applicant must meet customer of record requirements.
Resources		Residence
All available liquid resources must be explored. Applicant households may not have available liquid resources in excess of \$2000 (or \$3000 if the household contains a member age 60 or older) for heat/heat-related emergencies. The HEAP Manual contains a list of resource exemptions.		The applicant must currently reside in the dwelling for which assistance is requested and the residence must be the applicant's primary residence.
Benefits		
Utility Emergencies (Heat or Heat-Related Only) Each utility benefit insures a minimum of thirty (30) days of prospective service.		Non-Utility Heating Emergencies
Category	Benefit	Oil, Kerosene, Propane: A one-time benefit of \$575 is authorized
Heat-Related Domestic	\$140	Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$500 is authorized
Natural Gas Heat Only	\$350	
Natural Gas Heat Combined with Heat-Related Domestic	\$490	Propane Tank Installation and Deposit: Maximum of \$500 per program year
Electric Heat	\$490	Temporary Relocation: Maximum of \$500 per program year