

## 2012 – 2013 Home Energy Assistance Program (HEAP) 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 - 1,210	1,211 - 2,138	<ul style="list-style-type: none"> <li>• Individuals paying room and/or room and board in a private residence</li> <li>• Individuals temporarily housed in a motel/hotel or recreational vehicle</li> <li>• Residents of government provided housing on military bases with no heat</li> <li>• Dormitories, agency boarding homes, groups or institutions (licensed and unlicensed) except those listed below</li> <li>• Migrant/seasonal farm workers with no heating or heat related expenses</li> <li>• Individuals who have no responsibilities for heating costs and do not make payments for heat in the form of rent</li> <li>• Individuals living in motor vehicles or vans</li> </ul>
2	0 - 1,639	1,640 - 2,796	
3	0 - 2,068	2,069 - 3,453	
4	0 - 2,497	2,498 - 4,111	
5	0 - 2,926	2,927 - 4,769	
6	0 - 3,355	3,356 - 5,427	
7	0 - 3,784	3,785 - 5,550	
8	0 - 4,213	4,214 - 5,673	
9	0 - 4,642	4,643 - 5,797	
10	0 - 5,071	5,072 - 5,920	
11	0 - 5,500	5,501 - 6,346	
11+	\$429	\$495	<p style="text-align: center;"><b>Households in the following living situations may be eligible for \$1 benefit/See <u>HEAP Manual</u> for eligibility criteria</b></p> <ul style="list-style-type: none"> <li>• Tenants of government subsidized housing with heat included in rent. Households that pay heat-related electricity may be eligible for emergency benefits.</li> <li>• Residents in specific group living situations. See <u>HEAP Manual</u> for specific WMS Codes/living situations.</li> <li>• NYSNIP participants with Shelter Codes 96 or 97</li> </ul>

**Categorical Eligibility:** A household is categorically income eligible (Tier I) if at least 1 member of the HEAP household is in receipt of recurring FA, SNAP, FS, 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

Address	Identity of Household Members	Income	Social Security Number
<ul style="list-style-type: none"> <li>• Current Rent Receipt with name and address</li> <li>• Utility Bill</li> <li>• Copy of Lease w/address</li> <li>• Water, Sewage or Tax Bill</li> <li>• Homeowner's Ins. Policy</li> <li>• Mortgage Payment Book/ Receipts w/address</li> <li>• Deed</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• Birth Certificates/Baptismal Certificates</li> <li>• School Records</li> <li>• Social Security Cards</li> <li>• Marriage Certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Pay Stubs</li> <li>• Business Records OR filed federal tax return for the current year including all applicable schedules if self-employed.</li> <li>• Check(s) (SSA, VA, RR pensions, etc.)</li> <li>• Unemployment Insurance Benefit Amount</li> <li>• Bank Books/Dividend or Interest Statements</li> </ul>	<ul style="list-style-type: none"> <li>• A valid social security number must be provided for all household members</li> </ul>
<b>Vulnerability</b>			<b>Vendor Relationship</b>
<b>Age—under 6 years/60 or older</b>	<b>Disabled</b>		<ul style="list-style-type: none"> <li>• A Current Utility/Fuel Bill</li> <li>• Collateral Contact with Utility/Fuel Company</li> </ul>
<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Baptismal Certificate with date of birth</li> <li>• Passport</li> <li>• Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• Award Letter</li> <li>• Written Statement of Eligibility for Benefits</li> </ul>		

### CITIZENSHIP/QUALIFIED ALIEN ELIGIBILITY CRITERIA

• Only US Citizens, US Non-Citizen National 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 NYSOTDA and with the HEAP Manual.**

**REGULAR HEAP**

<b>REGULAR HEAP</b>	
<b>DELIVERABLE FUELS (Oil, Kerosene, Propane)</b>	<b>ADD ON AMOUNTS</b>
<b>BASE BENEFIT = \$600</b>	The following amounts are added to the base benefit, if applicable  + \$25 for Tier I Household + \$25 for Vulnerable Member in Household
<b>DELIVERABLE FUELS (Wood, Pellets, Coal, Corn)</b>	
<b>BASE BENEFIT = \$500</b>	
<b>UTILITIES/MUNICIPAL ELECTRIC HEAT (Natural Gas, PSC Regulated Utilities and Municipal Electric Heat)</b>	<b>HEAT INCLUDED BENEFITS</b>
<b>BASE BENEFIT = \$400</b>	Tier I = \$25 Tier II = \$20

**EMERGENCY HEAP**

<b>Income Guidelines</b>	<b>Customer of Record</b>
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
<b>Resources</b>	<b>Residence</b>
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 <u>HEAP Manual</u> 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.
<b>Benefits</b>	
<b>Utility Emergencies</b> (Heat or Heat-related only) Each utility benefit insures a minimum of thirty (30) days of prospective service.	<b>Non-Utility Heating Emergencies</b>
<b>Category</b>	<b>Benefit</b>
Heat Related Domestic	\$160
Natural Gas Heat Only	\$400
Natural Gas Heat Combined With Heat Related Domestic	\$560
Electric Heat	\$560
	Oil, Kerosene, Propane: A one-time benefit of \$600 is authorized
	Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$500 is authorized