



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-56-ELI

HEATING EQUIPMENT REPAIR/REPLACEMENT (VENDOR LICENSE VERIFICATION)

Date: April 27, 2007	Subtopic(s): HEAP
<p> This procedure can now be accessed on the FIAweb.</p> <p>Vendors must be licensed by the NYC Department of Buildings.</p>	<p>The purpose of this policy bulletin is to provide Job Center staff with additional instructions for processing emergency assistance requests for the repair or replacement of heating equipment (boilers and furnaces).</p> <p>When an applicant/participant reports to the Job Center seeking assistance to pay for the repair or replacement of an unsafe or inoperable boiler/furnace, as part of the application process, s/he must submit two written estimates for the work required to repair/replace the boiler/furnace. (See the Job Center Operational Manual, Section I: Case Establishment, Emergency Situations, and PD #06-32-ELI.)</p> <p>The JOS/Worker processing the request must now inform the applicant/participant that the estimates <u>must</u> come from vendors licensed by the New York City Department of Buildings. Master Plumbers are licensed to repair and replace gas boilers; Oil Burner Installers are licensed to repair and replace oil furnaces. Additionally, each estimate should include a photocopy of the front and back of the vendor's skilled trade license (see Attachment A for a sample photocopy). If a photocopy cannot be obtained, the applicant/participant may verify a vendor's skilled trade license by contacting the Department of Buildings at (212) 566-4100 or online at www.nyc.gov/html/dob.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call (718) 557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

All applications for the repair/replacement of heating equipment (with or without a photocopy of each vendor's skilled trade license) must be forwarded to the Home Energy Assistance Program (HEAP) through the Utility Liaison, per current procedure. Applications submitted with estimates from vendors not licensed by the New York City Department of Buildings will be denied. If the request is denied by HEAP, the Job Center cannot issue the payment.


Related Item:

[PD #06-32-ELI](#)

Effective Immediately

Attachment:

Attachment A Sample Photocopy of New York City Department of Buildings Skilled Trade License

 Please use Print on Demand to obtain copies of forms.

Attachment A


BUILDINGS MASTER PLUMBER

Name: [REDACTED]

License No: [REDACTED]

Issue Date: 03/06/2006

Exp. Date: 03/06/2008

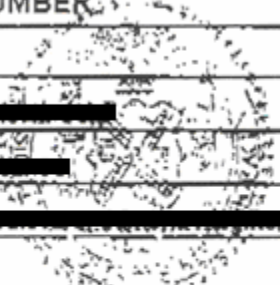


Contractor's Signature

SAMPLE

MASTER PLUMBER

Name	[REDACTED]
Business Name 1	[REDACTED]
Business Name 2	[REDACTED]
Business Address	[REDACTED]



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