



FAMILY INDEPENDENCE ADMINISTRATION
 Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner
 Policy, Procedures, and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
 Office of Procedures

POLICY BULLETIN #09-84-ELI
(This Policy Bulletin Replaces PB #02-189-ELI)

2008–2009 HEAP COOLING COMPONENT

Date: July 7, 2009	Subtopic(s): HEAP
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that the Home Energy Assistance Program (HEAP) opened its Cooling Component on Monday, June 22, 2009. The program will run until Sunday, August 30, 2009 or until funds are no longer available.</p> <p>HEAP will provide eligible households with one air conditioning unit per household. The Cooling Component does not include an additional HEAP cash benefit.</p> <p>Eligibility requirements for the Cooling Component are as follows:</p> <ul style="list-style-type: none"> • Households must have received a 2008-2009 regular HEAP benefit or have income which does not exceed the 2008-2009 regular HEAP benefit guidelines. • At least one member of the household must have an acute medical condition that is exacerbated by extreme heat and has been documented in writing by a physician. • Households must reside in a HEAP eligible living situation. • Households that received a \$1 HEAP payment are <u>not</u> eligible for the Cooling Component.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 3 at the prompt followed by 1 or
 send an e-mail to *FIA Call Center*

Applicants aged 60 and over must apply for the HEAP Cooling Component through the New York City Department for the Aging (DFTA), by calling 311. DFTA will secure all required documentation, including medical documentation. If necessary, DFTA will coordinate with the Human Resources Administration (HRA) to verify the applicant's eligibility for HEAP.

All other applicants must apply for the HEAP Cooling Component in person at one of the offices listed in **Attachment A**.

Applicants may also contact HEAP at 1-800-692-0557 or 212-227-2784 for further information.

Effective Immediately

Attachment:

Attachment A List of HEAP Offices Accepting Applications for 2008-2009 Cooling Component

☞ Please use Print on Demand to obtain copies of forms.

Attachment A

List of HEAP Offices Accepting Applications for 2008—2009 Cooling Component	
MANHATTAN	
Manhattan Field Office	2 Washington Street, New York, NY 10004, 8th Floor
BRONX	
Bronx Field Office	1932 Arthur Avenue, Bronx, NY 10457, Lobby
BROOKLYN	
Brooklyn Job Center	210 Livingston Street, Brooklyn, NY 11201, 2nd Floor
Brooklyn/Coney Island	3050 West 21st Street, Brooklyn, NY 11224, 2nd Floor
Brooklyn Keyspan	1 Metrotech Center, Brooklyn, NY 11201, Lobby
STATEN ISLAND	
Staten Island Field Office	10 Richmond Terrace, Staten Island, NY 10303, 4th Floor
QUEENS	
Queens Job Center 54	165-08 88th Avenue, Queens, NY 11432, 4th Floor