



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

## POLICY BULLETIN # 22-44-ELI

### 2021-2022 HEAP COOLING ASSISTANCE COMPONENT REVISED CLOSING DATE

<b>Date:</b> July 7, 2022	<b>Subtopic(s):</b> HEAP
	<p>The purpose of this policy bulletin is to inform Job Center, Non-Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP), HIV/AIDS Services Administration (HASA), and Home Energy Assistance Program (HEAP) staff that the HEAP Cooling Assistance Component (CAC) benefit is ending on July 8, 2022. This policy bulletin is informational for all other staff.</p> <p>Staff must accept applications for HEAP CAC through the close of business (COB) on July 8, 2022. Mail-in applications that are postmarked on or before July 8, 2022 meet the deadline and must be processed.</p> <p>All applications for HEAP CAC benefits received after the COB on July 8, 2022, must be denied in the HEAP system using code <b>22</b> (Your household’s HEAP application was received after the program closing date for this HEAP year).</p> <p>All HEAP CAC applications must be processed in accordance with instructions found in <a href="#">PD #21-01-ELI</a>, <a href="#">GIS 22 TA/DC067</a>, <a href="#">GIS 22 TA/DC029</a>, <a href="#">21-LCM-18</a>, and the <a href="#">New York State HEAP Manual</a>.</p> <p><i>Effective Immediately</i></p> <p><b>References:</b></p> <p><a href="#">GIS 22 TA/DC067</a>  <a href="#">GIS 22 TA/DC029</a>  <a href="#">21-LCM-18</a>  <a href="#">New York State HEAP Manual</a></p> <p><b>Related Items:</b></p> <p><a href="#">PD #21-01-ELI</a></p>

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 Fax* or fax to: (917) 639-0298