

**GENERAL INFORMATION SYSTEM****DIVISION: Temporary Assistance****May 3, 2005**

Page: 1

**TO:** Commissioners, TA & FS Directors; HEAP Liaisons**FROM:** Russell Sykes, Deputy Commissioner, Division of Temporary Assistance**SUBJECT:** Close Down of 2004-2005 Regular and Emergency HEAP Components**EFFECTIVE DATE:** Regular HEAP – May 13, 2005  
Emergency HEAP – May 27, 2005**CONTACT PERSON:** HEAP Bureau @ 1-800-343-8859, ext. 3-0332

This is to advise you that Friday, May 13, 2005 has been designated as the closing date for the regular benefit component for the 2004-2005 Home Energy Assistance Program (HEAP); in addition, Friday, May 27, 2005 has been designated as the closing date for the emergency benefit component for 2004-2005 HEAP.

*The emergency heating equipment repair and replacement component will continue to operate until further notice.*

All local departments of social services and alternate certifiers must continue to accept applications and requests for applications and/or appointments to apply for regular benefits through the close of business (COB), on Friday, May 13, 2005, and for emergency HEAP benefits through the close of business on Friday, May 27, 2005.

Requests for appointments to apply for regular HEAP made on/or before COB May 13, 2005 must be honored even if the certifier is unable to schedule and/or conduct the appointment before COB on May 13, 2005. In addition, requests for appointments to apply for emergency HEAP made on/or before COB May 27, 2005 must also be honored even if the certifier is unable to schedule and/or conduct the appointment before COB on May 27, 2005.

Mail-in applications for regular HEAP postmarked on/or before May 13, 2005 must be accepted and processed. Phone certifications initiated for regular HEAP on/or before COB May 13, 2005 must also be processed.

*Note: In e-filing districts, e-filed applications for regular HEAP with a submission date of May 13, 2005 must be processed.*

Districts must continue to submit weekly pending reports until further notice. Pending cases for regular benefits must be processed no later than June 30, 2005. Benefits must be issued as soon as possible. All emergency cases must be processed through WMS no later than COB Friday, July 24, 2005.

*As previously mentioned, the emergency heating equipment repair and replacement component will continue to operate until further notice.*

Please share this information with your local fiscal director and your alternate certifiers.