

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |  
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OTDA-4037EL (Rev. 11/98)

Transmittal No: 99 LCM-18

Date: August 10, 1999

Division: Temporary Assistance

TO: Local District Commissioners

SUBJECT: 1998-99 HEAP Shutdown: August 20, 1999

ATTACHMENTS: None

This is to advise you that FRIDAY, AUGUST 20, 1999 has been designated as the closing date for the regular component of the 1998-99 Home Energy Assistance Program (HEAP). The emergency component of the 1998-99 HEAP Program will remain open until further notice.

All local departments of social services and alternate certifiers for regular HEAP benefits must continue to accept regular HEAP applications and requests for regular HEAP applications through the close of business (COB) on AUGUST 20, 1999.

Requests for appointments to apply for regular HEAP benefits made on or before AUGUST 20, 1999 must be honored even if the certifier is unable to schedule the appointment before COB on AUGUST 20, 1999. Mail-in applications postmarked on or before AUGUST 20, 1999 must be processed.

We are requesting that all districts submit a pending case report which identifies the number of regular HEAP applications which are currently in process but not yet authorized as of AUGUST 20, 1999. Pending cases for all local certifying agencies should be included. In addition, districts are requested to continue to submit the bi-weekly pending case report which identifies the number of emergency HEAP applications which are currently in process but not yet authorized, until further notice.

Please share this information with all local certifiers. If there are any questions, please contact your regional liaisons. Thank you for your cooperation.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance