

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-21

Date: September 10, 1999

Division: Temporary Assistance

TO: Local District Commissioners

SUBJECT: 1998-99 HEAP Shutdown: September 17, 1999

ATTACHMENTS: None

This is to advise you that FRIDAY, SEPTEMBER 17, 1999 has been designated as the closing date for the emergency component of the 1998-99 Home Energy Assistance Program (HEAP). This includes the Furnace Repair/Replacement component of HEAP.

All local departments of social services for emergency HEAP benefits must continue to accept emergency HEAP applications and requests for emergency HEAP applications through the close of business (COB) on SEPTEMBER 17, 1999.

Requests for appointments to apply for emergency HEAP benefits made on or before SEPTEMBER 17, 1999, must be honored even if the certifier is unable to schedule the appointment before COB on SEPTEMBER 17, 1999.

We are requesting that all districts submit a pending case report which identifies the number of emergency HEAP applications which are currently in process but not yet authorized as of SEPTEMBER 17, 1999. Pending cases for all local certifying agencies should be included.

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