

2005 – 2006 Home Energy Assistance Program (HEAP) Desk Guide

MONTHLY INCOME ELIGIBILITY GUIDELINES *			INELIGIBLE LIVING SITUATIONS
Household Size	Tier I	Tier II	Households in the following living situations are not eligible
1	0 - \$1,037	\$1,038 - \$1,803	<ul style="list-style-type: none"> tenants of government subsidized housing with heat included in rent (except that such households may be eligible for emergency HEAP);
2	0 - 1,390	1,391 - 2,358	<ul style="list-style-type: none"> individuals paying room and/or room and board in a private residence;
3	0 - 1,743	1,744 - 2,913	<ul style="list-style-type: none"> individuals temporarily housed in a motel/hotel or recreational vehicles,
4	0 - 2,096	2,097 - 3,468	<ul style="list-style-type: none"> residents of congregate care facilities (licensed and unlicensed), dormitories, agency boarding homes, group homes, or institutions;
5	0 - 2,449	2,450 - 4,022	
6	0 - 2,803	2,804 - 4,577	<ul style="list-style-type: none"> residents of government provided housing on military bases with no heat or agency boarding homes, group homes or institutions;
7	0 - 3,156	3,157 - 4,681	
8	0 - 3,509	3,510 - 4,785	<ul style="list-style-type: none"> migrant/seasonal farm workers with no heating or heat related expenses;
9	0 - 3,862	3,863 - 4,889	<ul style="list-style-type: none"> individuals who have no responsibilities for heating costs and do not make undesignated payments for heat in the form of rent.
10	0 - 4,215	4,216 - 4,993	<ul style="list-style-type: none"> individuals living in motor vehicles or vans.
11	0 - 4,568	4,569 - 5,273	
11+	+ 353	+ 408	

Categorical Eligibility: A household is categorically income eligible (Tier I) if at least 1 member of the HEAP household is in receipt of recurring FA, SN, FS, or Code A SSI benefits.

*Convert weekly income to monthly by multiplying income by 4.333.

*Convert bi-weekly income to monthly by multiplying income by 2.166.

DOCUMENTATION

Residence	Household Composition	Income	Vendor Relationship
<ul style="list-style-type: none"> Rent Receipt with address * Copy of Lease with address * 	<ul style="list-style-type: none"> Driver's License Birth Certificates/Baptismal Certificates 	<ul style="list-style-type: none"> Pay Stubs Business Records (self-employed) 	<ul style="list-style-type: none"> A Current Utility/Fuel Bill Contact with Utility/Fuel Co.
<ul style="list-style-type: none"> Water, Sewage or Tax Bill * 	<ul style="list-style-type: none"> School Records 	<ul style="list-style-type: none"> Check(s) (SSA, VA, RR pensions, etc.) 	<ul style="list-style-type: none"> If Heat or Utility Bill is in a different name, document reason
<ul style="list-style-type: none"> Homeowner's Insurance Policy * Mortgage Payment Receipt * Deed * Utility Bill 	<ul style="list-style-type: none"> Collateral Contacts (e.g. landlord) Social Security Cards Marriage Certificates 	<ul style="list-style-type: none"> Unemployment Insurance Benefits (UIB) Book Bank Books/Dividend or Interest Statements 	
* Note: Also verifies tenant of record.			

VULNERABILITY

Age – under 6 years/60 or older	Disabled
<ul style="list-style-type: none"> Birth Certificate Baptismal Certificate with date of birth Passport Driver's License 	<ul style="list-style-type: none"> Award Letter Copy of Benefit Check Written Statement of Eligibility for Benefits

CITIZENSHIP/QUALIFIED ALIEN ELIGIBILITY CRITERIA

- Only US citizens or Qualified Aliens are eligible for HEAP

This desk guide is intended as a reference guide. It must be used in conjunction with the policy and procedures established by NYSOTDA and with the HEAP Manual.

HEATER'S BENEFIT POINT SCHEDULE (Benefit Point Value - \$50 for each point)		STATEWIDE ANNUAL ENERGY COST STANDARD PRIMARY FUEL TYPE				
Income Tier		Household Size	Oil, Kerosene, Propane	Natural Gas, Wood, Coal	Municipal Electric Heat	PSC Regulated & Village of Greenport Electric Heat
Tier I	2 Points	1	\$2,389	\$2,135	\$509	\$1,981
Tier II	1 Points	2	2,600	2,311	567	2,154
		3	2,811	2,487	625	2,316
Vulnerable Population		4	3,022	2,663	683	2,576
		5	3,233	2,839	741	2,852
Household has at least one member who is:		6	3,444	3,015	799	3,134
		7	3,655	3,191	857	3,416
Under 6, 60 or older, disabled or	1 Point	8+	3,866	3,367	915	3,698
None of the above	0 Points					
Income/Energy Burden Ratio		Non-Heating Benefits				
Up to 8.49%	2 Points	Tier I	\$50			
8.50 – 15.49%	3 Points	Tier II	\$40			
15.50% and over	5 Points					

EMERGENCY HEAP

Income Guidelines

The maximum eligibility guidelines are utilized. A household is categorically income eligible and placed in Tier I if at least one member of the HEAP household is in receipt of recurring FA, SN, FS, or Code A SSI.

Resources

All available liquid resources must be explored, documented, and utilized. For heating equipment replacement, up to \$3,000 in available liquid resources are exempt.

Benefits

Utility Emergencies (Heat or Heat-related only)	Non-Utility Heating Emergencies	Supplemental Amounts (if appropriate criteria are present)
Each utility benefit is available once per program year and buys a minimum of thirty (30) days of prospective service. <ul style="list-style-type: none"> a. Heat related domestic only - \$100 b. Natural Gas Heat Only - \$235 c. Natural Gas Heat Combined with Heat Related Domestic - \$335 d. PSC/Village of Greenport Electric Heat - \$485 (\$385 heat plus \$100 for heat related domestic) e. Municipal Electric Heat - \$235 	A one-time benefit of \$400 is authorized	+ \$25. - Tier I Household (\$50 for a combined utility bill) + \$50. - Vulnerable member in household (\$100 for combined utility) + \$50. – More than 4 person household (\$100 for a combined utility bill)