

THE CITY OF NEW YORK
HUMAN RESOURCES ADMINISTRATION
HOME ENERGY ASSISTANCE PROGRAM
POST OFFICE BOX 1401
CHURCH STREET STATION
NEW YORK NY 10008



Date:
Case Number:
Case Type:

**Home Energy Assistance Program
Documentation Requirements**

Please mail to: **PO Box 1401 Church St. Station, New York, NY 10008** or fax to **917-639-2900**, this pending documentation form with all the information that is listed below to this office within ten business days, before _____ .

You must provide the proof listed below. We must receive this proof no later than _____ . If we do not receive this proof, your application may be denied. (If you cannot obtain these items by the above date, call 718-557-1399 to find out what other forms may be used to verify your eligibility.) If you ask, we will help you get the proof as long as you are cooperating with us.

(Turn Page)

Pending documentation (continued) :

This requirement is based on New York Social Services Law § 97, 18 N.Y.C.R.R. Part 393, and the current New York State HEAP Plan. The New York State HEAP Plan is available online at the New York State Office of Temporary and Disability Assistance website:
<http://otda.ny.gov/programs/heap/stateplan.asp> .