

HEAP Systems Quick Reference Tool

WMS Data Entry

Case Transaction Type (Screen1)

02 - Opening (only on app/tad) 03 - Denial (only on app/tad)
09 - Open/Close 10 - Reopening

Undercare Maintenance (Screen 1)

05 - Change 07 - Closing (needs a reason code)
14 - Closed Case Maintenance

Case Reason (Screen1)

HEAP Approval Code

A14 - Regular Grant Only (No Funding Available)
A50 - HEAP Approval Benefits Authorized

Denial and Closing Reason Codes

E10 - Failure to Keep/Complete Interview – No Scheduled Appointment
F01 - HEAP Excess Income
F02 - HEAP Previously Applied for/Automatic Payment Received
F03 - HEAP Emergency Denial - Not Customer of Record
F04 - HEAP Emergency Denial - Not Primary Residence
F05 - HEAP Application Not Complete or Signed
F06 - Ineligible Non-Citizen
F07 - Failure to Document Non-Citizen Status
F08 - Heap Application Received After Heap Program Year Closing Date
G72 - Failure to Provide Documentation of Switching to a Participating Vendor
G75 - Not a Resident of District
H95 - Deceased (HH=01 Only)
H97 - Receiving HEAP in Another Case
M03 - Ineligible Living Situation for HEAP
M04 - HEAP Emergency Denial
M06 - Insufficient Information
M07 - Failure to Provide a Valid SSN for Household Member(S)
M08 - HEAP HERR Denial
M09 - HEAP Cooling Assistance Component (CAC) Denial
M14 - HEAP Clean and Tune Denial
W73 - Resources Available to Meet an Emergency
W74 - HEAP Heating Equipment Repair and Replacement Denial - Resources
Y99 - Manual Notice (Manual Notice Required)

Social Security Number Codes (Screen 2)

** 1 SSN Present
** 2 SSN Applied For
*** 8 SSA Validated SSN
* 9 SSN Failed SSA Validation
* A Validation Failed: SSN Not on SSA File
* B Validation Failed: No Match on Name
* D Validation Failed: No Match on DOB
* E SSA Returned Different SSN
* X SSA Validated SSN/Deceased
* System Generated ** Worker Entered *** Can be data-entered or system-generated

Gender Codes (Screen 3)

D- Different Identity F- Female
M- Male N- Non-Binary
P- Prefer Not to Say T- Transgender
X- X

Race/Ethnicity Codes (Screen 3)

Ethnicity- H Hispanic or Latino

Race

I- Native American or Alaskan Native
A- Asian
B- Black or African American
M- Multi-race (enter Y for every race)
P- Native Hawaiian or Pacific Islander
W- White
O- Other (enter U for every race)

Relationship Codes (Screen 3)

Additional codes can be found on the WMS Code Card Index

01 - Applicant/Payee
02 - Legal Spouse
03 - Non-Legal Union
04 - Son
05 - Daughter
06 - Step-son
07 - Step-daughter
09 - Grandson/Granddaughter
10 - Grandmother/Grandfather
13 - Other Eligible Relationship (CT11, 12)
14 - Other Relationship (**Not** CT 11, 12)
15 - Legal Guardian (**Not** CT 11, 12)
19 - Parent
30 - Non-Legal Union, Child in Common

Categorical Codes (Screen 3)

09 - Single Individual or Childless Couple Age 19-64, (Not Aged or Disabled)
10 - Aged only (over 60)
11 - Blind/Both Aged and Disabled
12 - Disabled, Includes Blindness

Veteran Status Code (Screen 3)

1 Special Disability Veterans (Disability of 30% or More)
2 Vietnam-era Veteran
3 Disabled Veteran
4 Combat Theater Veteran
5 Recently Separated Veteran
6 Other Veteran
7 Spouse or Dependent of a Veteran
9 Not a Veteran

Individual Disposition Codes (Screen 5)

07 - Active
10 - Ineligible or Sanctioned Incrementally
11 - Denied
13 - Deceased
15 - Deleted
20 - Case Closed

Local Action Codes (Screen 6)

1 Check/ATP Issued
2 Prepare and Issue Check/ATP
4 Release
5 Cancel
6 Other
7 Replacement Check/ATP Issued
8 Prepare and Issue Replacement Check/ATP
9 Void

Payment Type Codes (Screen 6)

H0 - Heating Equipment Repair/Replacement Estimate
HX - HEAP Regular Benefit Heat Included
H1 - HEAP Regular Benefit Heater
H2 - HEAP Cooling Benefit
H5 - HEAP Emergency Benefit-Repair Heating Equip.
H6 - HEAP Emergency Benefit-Shelter/Relocation
H7 - HEAP Emergency Benefit-Replace Heating Equip.
H8 - HEAP Emergency Benefit-Propane Tank Deposit
H9 - HEAP Supplemental Benefit
J1 - HEAP Emergency Benefit-Additional Benefit
J2 - HEAP Reissue Benefit
J3 - Clean & Tune
J9 - HEAP Additional Benefit
NX - HEAP Nominal Benefit
04 - HEAP Emergency Benefit-Non-Utility
16 - HEAP Emergency Benefit-Domestic Heat-Related Utility
17 - HEAP Emergency Benefit-Utility

Method of Payment Codes (Screen 6)

01 - Unrestricted
02 - Vendor as Authorized
04 - Vendor as Billed Subject to Limit
09 - Restricted
11 - Vendor Line of Credit – HEAP

Issuance Code (Screen 6)

Must always be 2 – Once only

Pick Up Codes (Screen 6)

1 – Mailed 6 - Other

Special Claiming Code (Screen 6)

H – is required for HEAP Prevention Payments
G – is required for HEAP Restoration Payments

HEAP ABEL Budgeting**HEAP Budget**

From the WMS Main Menu or Application and Case Inquiry Screen, Hit "F1" to get to the WMS Budget Calculation (ABEL) Menu.

Enter Function 10 (for HEAP Budget) & Case # or Reg.#

If HEAP Budget (output) screen is displayed, hit F2-(Not Ctrl) to change or correct current budget

Ctrl/F3-To store a budget

Ctrl/F5-to go back to ABEL Menu with Case / Reg. Number Retained

Ctrl/F6 to go back to ABEL Menu without Case / Reg. Number

WMS ABEL Codes Automated HEAP Benefit Calculation**Case Type 11, 12, 16, 17, 19, 31 & 60****Fuel Type:**

0 Heat Included	5 Wood
1 Natural Gas	6 Kerosene
2 Oil	7 Propane
3 PSC Electric	8 Municipal Electric
4 Coal	9 Other Fuel

Benefit Type:

R - Regular
E - Emergency
B - Both Regular and Emergency
D - (Dollar \$21) Heat & Eat
C - Cooling

Renter's Benefit Received (RECD)

X - Tier I
W - Tier II
D - \$21

Vulnerable (VULN IND):

Y (Yes denotes a case member as under 6, 60 & over or disabled)
N (No is used for all other situations)

HEAP Categorical Eligibility Indicator (CE IND):

Y - Yes
N - No

Shelter Types (SHELT TYPE):**Eligible**

- 01 - Rent Private (Incl. Lot Rent or Commercial Room)
- 02 - Rent Public
- 03 - Own Home (Incl. Trailer)
- 05 - Hotel/Motel Permanent
- 07 - Migrant Labor Camp
- 10 - Congregate Care Level II-Drug/Alcohol Treatment Facility (Residential Treatment Center)
- 12 - Non-Level II Alcohol Treatment Facility (u)
- 13 - State Operated Community Residence (FS Only)
- 15 - Congregate Care Level I-Family Care
- 16 - Congregate Care Level II-Not Drug/Alcohol Treatment or Apartment-like
- 17 - Congregate Care Level II-Apartment-like (OMH/OPWDD Supportive/Supervised Apartments)
- 20 - Rental Supplement (u)
- 38 - Subsidized Housing (Non-Certificate)
- 39 - Section 8 Voucher (Up to Agency Max)
- 40 - Section 8 Voucher (30% Limit) (Districts 13, 28, 33, 37, 39, 47, 48, 51, 55 & 66 Only)
- 42 - Congregate Care Level III-Adult Home and Enriched Housing
- 94 - SSI High Shelter, SUA Eligible
- 95 - SSI Low Shelter, SUA Eligible
- 96 - SSI High Shelter, \$21 HEAP/SUA Eligible if HEAP payment received
- 97 - SSI Low Shelter, \$21 HEAP/SUA Eligible if HEAP payment received

Not Eligible

- 04 - Room & Board (PA Only)
- 06 - Hotel/Motel Temporary (u)
- 09 - Medical Facility (\$40 PNA only) (u) (PA Only)
- 11 - Non-Commercial Room Only
- 19 - Tier II Family Shelter (3 Meals/Day) (u)
- 21 - Shelter for Homeless (3 Meals/Day) (u)
- 22 - Residential Program for Victims of Domestic Violence (3 Meals/Day) (u)

Not Eligible (Continued)

- 23 - Undomiciled
- 33 - Homeless Shelter Tier II (Less Than 3 Meals/Day) (u)
- 36 - Shelter for Homeless (Less Than 3 Meals/Day) (u)
- 37 - Residential Program for Victims of Domestic Violence (Less Than 3 Meals/Day) (u)
- 44 - Supportive/Specialized Housing (District 55 Only) (PA Only)
- 98 - SSI Shelter Cost and SUA Unknown

Income Frequency (FRQ):

- W - If paid weekly (ABEL multiplies by 4.333333)
 - B - If paid bi-weekly (ABEL multiplies by 2.166666)
 - M - If paid monthly
 - S - If paid semi-monthly
- Last two digits are for cents. Use '00' for whole dollars (i.e. 14500 = \$145.00). ABEL doesn't support decimal points.

Emergency Type:

- A - Heat-Related Domestic
- B - Natural Gas-Heat Only
- C - Natural Gas-Heat & Heat Related Domestic
- D - Electric Heat
- E - Non Utility Fuel
- F - Non Utility Fuel & Heat Related Domestic
- G - Furnace Repair
- H - Propane Reconnect
- J - Furnace Replacement
- K - Municipal Electric Primary Heat Source
- L - Municipal Electric Heat Related Domestic
- M - Relocation
- N - Estimate

HEAP Payment History (Tracking):

From the main menu (Ctrl F6):
Selection 17 or (Ctrl F7 from other screen)
Then enter J
Then SSN or CIN