

## New York State 2024-2025 Home Energy Assistance Program Administrative Form Guide

Form Number	Revision Date	Form Name	Mandatory or Optional
LDSS-2642	Rev 8/12	Documentation Requirements	Mandatory
LDSS-3421	Rev 5/23	HEAP Application	Mandatory
LDSS-3494A	Rev 5/20	HEAP Notice Of Eligibility Decision - Approval	Mandatory
LDSS-3494B	Rev 10/23	HEAP Notice of Eligibility Decision - Denial	Mandatory
LDSS-3594B	Rev 7/23	HEAP Emergency Benefit Budget Worksheet	Mandatory
LDSS-3785	Rev 5/18	HEAP 3 Month Method Self-Employment Worksheet	Mandatory
LDSS-4867	Rev 6/23	HEAP Heating Equipment Repair and Replacement (HERR) Worksheet	Mandatory
LDSS-4867A	Rev 5/19	HEAP Heating Equipment Repair/Replacement Job Proposal	Mandatory
LDSS-4992	Rev 1/24	HEAP Cooling Assistance Request For Benefit	Mandatory
LDSS-4997	Rev 5/18	HEAP 12 Month Method Self-Employment Income Tax Calculation Worksheet	Mandatory
LDSS-4998	Rev 1/24	HEAP Qualified Non-Citizen	Mandatory
LDSS-5000	Rev 7/22	HEAP Guarantee of Payment Letter	Mandatory if using a written guarantee
LDSS-5001	Rev 5/18	HEAP 3 Month Method Rental Income Calculation Worksheet	Mandatory
LDSS-5005	Rev 6/24	2023-2024 HEAP Desk Guide	Optional
LDSS-5010	Rev 5/20	HEAP Heating Equipment Repair and Replacement Screening Form	Mandatory
LDSS-5043	Rev 5/16	HEAP Vendor Refund Form	Mandatory
LDSS-5044	Rev 3/23	HEAP Cooling Assistance Services Invoice	Mandatory
LDSS-5081	Rev 7/22	HEAP Heating Equipment Clean and Tune Request for Benefit	Mandatory
LDSS-5083	Rev 5/18	HEAP Heating Equipment Clean and Tune Services Invoice	Mandatory
LDSS-5099	Rev 6/24	2023-2024 HEAP Systems Quick Reference Tool	Optional
PUB 4735	Rev 8/15	Keep the Heat On With HEAP Brochure	Optional
PUB 5007	Rev 5/17	Keep the Heat On With HEAP Poster	Optional
PUB 5157	Rev 2/20	No Cost Clean and Tune (English/Spanish)	Optional
PUB 5182	Rev 4/20	Beat the heat with HEAP! (English/Spanish)	Optional

**Please refer to HEAP Manual for proper use of these forms.**