

HEAP – Weatherization Referral Policy

Weatherization assistance in New York State is administered by the New York State Homes and Community Renewal (HCR) and the New York State Energy Research and Development Authority (NYSERDA).

Referrals from HEAP to HCR

Weatherization sub-grantees work in conjunction with HCR and accept referrals to the Weatherization Assistance Program (WAP) using the fillable [Interagency Referral](#) form. This form has a revision date of 10/2022.

https://hcr.ny.gov/system/files/documents/2023/04/form-37_interagency_edited_oct_2022_fillable01012023_0.pdf

A referral for weatherization assistance services must be completed for every Home Energy Assistance Program (HEAP) Heating Equipment Repair and Replacement (HERR) application that is approved for a furnace repair or replacement. Additional households who wish to receive weatherization services may also be referred using this form.

The district must complete the Interagency Referral section of the form in its entirety. Once completed, the form is submitted to the local weatherization partner by email or mail. The district must retain a copy of the completed Interagency Referral form in the HEAP case record.

Referrals from HCR to HEAP

Weatherization sub-grantees promote HEAP to weatherization recipients that are eligible and interested in applying for HEAP. These households will be referred to local district using the DHCR/HEAP Interagency Referral Form.

DHCR must complete this form in its entirety. Once completed, the form is submitted to the local district.

Referrals from HEAP to NYSEDA

The NYS Office of Temporary and Disability Assistance (NYS OTDA) refers 125,000 HEAP-eligible recipients each program year. Districts may also refer households to NYSEDA for energy improvements through [EmPower+](#) programs.

<https://www.nyserda.ny.gov/All-Programs/EmPower-New-York-Program>

Referrals from NYSEDA to HEAP

NYSEDA promotes HEAP to all EmPower+ participants. In addition, every EmPower+ acceptance letter informs households they may be eligible for HEAP and instructs participants to visit <https://otda.ny.gov/programs/heap/> to learn more.