

2023-2024 HEAP DENIED APPLICANT REPORT

District		Date	
Contact Person		Phone	

INSTRUCTIONS: This report is necessary for federal reporting requirements and is intended to collect income level information on denied applicant households in the previous Home Energy Assistance Program (HEAP) year. When denials are processed through myWorkspace and the Welfare Management System (WMS) using the Client Notice System (CNS), this information is tracked electronically.

Only manual denials using denial code Y99 (Manual Notice) must be tracked manually with this form.

A. Enter the total number of manually Denied Applicant Households for each HEAP benefit:

Regular	Emergency (Crisis)	Furnace	Cooling	Clean and Tune	Regular Arrears Supplement (RAS)

B. Of the total households listed in Section A, how many denied households fall into:

Poverty Level Code 1 (<75%FPL)						
Poverty Level Code 2 (75-100% FPL)						
Poverty Level Code 3 (101-125% FPL)						
Poverty Level Code 4 (126-150% FPL)						
Poverty Level Code 5 (>150%FPL)						
Income Unavailable						

Please complete the required data and submit the report by mail, email, or fax
after 9/30/2024 and no later than 10/16/2024 to:
 NYS Office of Temporary and Disability Assistance
 EISP – HEAP Bureau
 40 North Pearl Street, 11B
 Albany, New York 12243

Email: NYSHEAP@otda.ny.gov Fax: (518) 474-9347