

2024-2025 Home Energy Assistance Program Desk Guide

Income Eligibility Guidelines*			Ineligible Living Situations
HH Size	Tier I	Tier II	Households in the following living situations are not eligible
1	0 - 1,631	1,632 - 3,322	<ul style="list-style-type: none"> • Individuals paying room or room and board in a private residence • Individuals temporarily housed in a motel or hotel or recreational vehicle • Dormitories, agency boarding homes, groups, or institutions (licensed and unlicensed) except those listed below • Migrant or seasonal farm workers with no heating or heat-related expenses • Individuals who have no responsibilities for heating costs and do not make payments for heat in the form of rent • Individuals living in roadworthy motor vehicles or vans • Residents of government provided housing on military bases with no heating or heat related expenses <p style="text-align: center;">Households in the following living situations may be eligible for \$21 benefit. See HEAP Manual for eligibility criteria</p> <ul style="list-style-type: none"> • Tenants of government subsidized housing with heat included in rent. Households that pay heat-related electricity may be eligible for emergency benefits. • Residents in specific group living situations. See HEAP Manual for specific WMS Codes/living situations. • NYSNIP participants with Shelter Codes 96 or 97
2	0 - 2,214	2,215 - 4,345	
3	0 - 2,797	2,798 - 5,367	
4	0 - 3,380	3,381 - 6,390	
5	0 - 3,962	3,963 - 7,412	
6	0 - 4,545	4,546 - 8,434	
7	0 - 5,128	5,129 - 8,626	
8	0 - 5,711	5,712 - 8,818	
9	0 - 6,294	6,295 - 9,010	
10	0 - 6,877	6,878 - 9,201	
11	0 - 7,459	7,460 - 9,393	
12	0 - 8,042	8,043 - 9,585	
13	0 - 8,625	8,626 - 9,952	
14+	+582**	+672**	

Categorical Eligibility: A household is categorically income eligible (Tier I) if at least one member of the HEAP household is in receipt of recurring FA, SNAP, or Code A SSI benefits.

*Convert weekly income to monthly by multiplying income by 4.333333 / *Convert bi-weekly income to monthly by multiplying income by 2.166666.

** Amount increased per household member.

Documentation			
Residence	Social Security Number	Income	Identity
<ul style="list-style-type: none"> • Current rent receipt with name and address • Statement from landlord • Utility bill • Copy of lease with address • Water, sewage or tax bill • Homeowner's/Renter's Ins. Policy • Mortgage payment book or receipts with address 	<ul style="list-style-type: none"> • A valid Social Security Number must be provided for all household members that have a Social Security Number 	<ul style="list-style-type: none"> • Pay stubs for the most recent four (4) weeks • Business records for the most recent (3) months OR filed federal tax return for the current year, including all applicable schedules if self-employed or receiving rental income • Child support or alimony/spousal support order or check • Interest/Bank/Dividend or Tax Statement • Copy of award letter or official correspondence (SS/SSI/SSD, VA, UIB, WC, Pensions, etc.) • SDX • SOLQ 	Provide one of the following: <ul style="list-style-type: none"> • Driver's License • Photo ID • US Passport or Naturalization Certificate • Adoption Papers, Hospital or Doctor's Records • School Records <p style="text-align: center;">OR</p> Provide two of the following: <ul style="list-style-type: none"> • Birth Certificate or Baptismal certificate • Validated Social Security Card • Statement from another person
	Vendor Relationship		
Age—under 6 years or 60 or older	Disabled		Citizenship Eligibility Criteria
<ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate with date of birth • Passport • Driver's License 	<ul style="list-style-type: none"> • SSA Award Letter • Written Statement of Eligibility for Benefits • SOLQ 		<ul style="list-style-type: none"> • Applicant attestation

This desk guide is intended as a reference and must be used in conjunction with policy and procedures established by OTDA and the HEAP Manual.

Regular HEAP		
Deliverable Fuels (Oil, Kerosene, Propane)		Add On Amounts The following amounts are added to the base benefit, if applicable
Base Benefit = \$900		+ \$61 for Tier I household + \$35 for Vulnerable member in household
Deliverable Fuels (Wood, Pellets, Coal, Corn)		
Base Benefit = \$635		
Utilities/Municipal Electric Heat (Natural Gas, PSC Regulated Utilities and Municipal Electric Heat)		Heat Included Benefits
Base Benefit = \$400		Tier I = \$50 Tier II = \$45 Heat and Eat = \$21
Emergency HEAP		
Income Guidelines		Customer of Record
The maximum eligibility guidelines are utilized. A household is categorically income eligible and placed in Tier I if at least one member of the HEAP household is in receipt of recurring FA, SNAP, or Code A SSI.		Applicant must meet customer of record requirements.
Resources		Residence
All available liquid resources must be explored. Applicant households may not have available liquid resources in excess of \$2500 (or \$3750 if the household contains a member age 60 or older, or under age 6) for heat/heat-related emergencies. The HEAP Manual contains a list of resource exemptions.		The applicant must currently reside in the dwelling for which assistance is requested and the residence must be the applicant's primary residence.
Benefits		
Utility Emergencies (Heat or Heat-Related Only) Each utility benefit ensures a minimum of thirty (30) days of prospective service.		Non-Utility Heating Emergencies
Category	Benefit	Oil, Kerosene, Propane: A one-time benefit of \$900 is authorized
Heat-Related Domestic	\$185	Wood, Pellets, Coal, Corn, Other: A one-time benefit of \$635 is authorized
Natural Gas Heat Only	\$400	
Natural Gas Heat Combined with Heat-Related Domestic	\$585	Propane tank installation and deposit: Maximum of \$500 per program year
Electric Heat	\$585	Temporary relocation: Maximum of \$500 per program year