

2024-2025 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. Please do not include households that were denied and subsequently approved for that benefit.

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

Regular	Emergency (Crisis)	Furnace Repair/Replace	Cooling	Clean and Tune

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 or email
after 9/30/2025 and no later than 10/13/2025 to:

NYS Office of Temporary and Disability Assistance
EISP – HEAP Bureau
40 North Pearl Street, 11B
Albany, New York 12243
or
NYSHEAP@otda.ny.gov