



General Information System (GIS) Message

Section 1

Transmittal:	25DC025 Upstate and New York City
Date:	March 28, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA and SNAP Directors, WMS Coordinators, Accounting Supervisors
From:	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
Subject:	Closing dates for the 2024-2025 HEAP Regular and Emergency Benefit Components and Issuance of 2025-2026 HEAP Advanced Nominal Benefit
Effective Date:	April 7, 2025
Contact Information:	HEAP Bureau: (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	None

Section 2 – Home Energy Assistance Program (HEAP) Regular and Emergency Component Dates of Operation

The Regular and Emergency benefit components will operate through the close of business (COB), April 7, 2025. Mail-in applications postmarked on or before the closing date meet the deadline and must be processed. The functionality to submit online HEAP applications for Regular component benefits through myBenefits will be disabled at 5:00 pm on April 7, 2025. However, applications filed after a district's regular closing time on April 7, 2025 and submitted via myBenefits after that time may be denied.

In accordance with instructions found in the [New York State HEAP Manual](#) and [24-LCM-15](#) all applications for Regular or Emergency benefits received after the deadline must be denied using CNS denial code F08 (HEAP Application Received after HEAP Program Year Closing Date) or, if needed, by using the HEAP Notice of Eligibility Decision- Denial ([LDSS-3494B](#)).

Section 3 – 2025-2026 HEAP Advanced Nominal Benefit

The 2025-2026 Advanced Nominal Benefit will be available beginning April 8, 2025.

Effective April 8, 2025, districts must authorize an Advanced Nominal Benefit payment of \$21 to newly eligible Supplemental Nutrition Assistance Program (SNAP) households with recurring SNAP benefits, who are also HEAP eligible and recertified HEAP eligible SNAP households that do not incur a separate cost for heating/air conditioning expenses.

This includes households receiving SNAP benefits through a Temporary Assistance (TA) case that do not incur a separate cost for heating/air conditioning expenses. These households must not have received a HEAP benefit in the twelve months preceding the month of application. The authorization will allow a household to qualify for the highest-level Heating/Cooling Standard Utility Allowance (HCSUA), thereby maximizing the SNAP monthly benefit.

The \$21 Advanced Nominal Benefit may be authorized on case types: 11, 12, and 31 using Payment Type code NX - HEAP Nominal Benefit. Non-federally funded TA households with a case type 16 or 17 and a PA/FS Code equal to 01 may also receive a Nominal benefit (NX payment) with no further evaluation. TA recipients with a case type 16 or 17, and a PA/FS code not equal to 01 with income at or below HEAP's maximum allowable income based on household size may also receive an NX payment. The NX Payment line 'FROM Date' on Welfare Management System (WMS) Screen 6 must be equal to or greater than 04/08/25 and less than or equal to the Transaction Date. The NX Payment line 'TO Date' on WMS Screen 6 must equal 9/30/25.

New York City HEAP NX payments will be issued utilizing their current file transfer/HCSUA Mass re-budgeting process.

Section 4 - Additional Guidance to Districts

Districts must continue to submit their HEAP Pending Case Report in eReports on a weekly basis, as outlined in [24-LCM-15](#).

Questions regarding the Regular and Emergency closing dates or the Advanced Nominal Benefit can be addressed with each district's HEAP Bureau liaison.

Please share this information with alternate certifiers.