

Public Assistance Heating Equipment Emergency Assistance Desk Guide

Income and resource eligibility and procedures for providing heating equipment assistance vary depending on the type of household. There are three categories of emergency assistance: Emergency Safety Net Assistance (ESNA), Emergency Assistance to Families (EAF), and Emergency Assistance to Adults (EAA).

Households applying for a heating equipment emergency must:

- Own the residence **or** be solely responsible for the upkeep of the property
- Meet Public Assistance (PA) income and resource eligibility requirements

The heating equipment must be the primary heating source for the dwelling, and a vendor must document that the heating equipment is inoperable or unsafe, and in need of repair or replacement. Applications for heating equipment emergencies can be accepted year-round, though there must be a specific crisis or episode of need for a household to be eligible.

Income and Resource Eligibility

Emergency Safety Net Assistance (ESNA) Households	Emergency Assistance to Families (EAF) Households	Emergency Assistance to Adults (EAA) Households
ESNA Households must: • Have gross income below 125% FPL for the month of application • Use all accessible and available income and resources other than those that are credibly earmarked such as expenses for employment, medical needs, food, etc. under 18 NYCRR Part 352	EAF Households must: • Have available income below 200% FPL on the date of application • Use all accessible and available income and resources other than those that are credibly earmarked such as expenses for employment, medical needs, food, etc. under 18 NYCRR Part 352	EAA Households must: • Be in receipt of Supplemental Security Income (SSI) or a State Supplement Program (SSP) benefit* • Have their resources exempted up to the resource limit under SSI (\$2,000 for single individuals, \$3,000 for couples). Only resources above the SSI limit are considered available to meet or reduce the need for EAA • *Note- there are no income tests for EAA households

Resources

- Resources include but are not limited to:
 - Cash on hand
 - Bank accounts
 - 401k accounts
 - Credit cards (not required for PA recipients)
 - Reasonable financing arrangements with a heating equipment vendor

Application Procedures

- PA applicants must complete a Request for Certain Benefits and Services ([LDSS-2921](#)). PA recipients must complete a *Request for an Additional Allowance by a Public Assistance Recipient* ([LDSS-3815](#))
- Districts must respond to the household's declaration of emergency or immediate need at the time of application and an interview must be held the same day, by phone or in person.
- The household must be assessed for an Emergency or Immediate Need. If unable to meet the immediate need or emergency timely, alternate housing arrangements must be explored, including temporary housing assistance, if appropriate.
- The applicant/recipient must provide all documentation needed to determine eligibility.
- Districts must explore and document all available income and resources including available resources in the community, before approving assistance.
- Districts may request that the applicant/recipient obtain estimates of repair or replacement costs for the heating equipment. Once a vendor is selected and it is confirmed that the work can be completed in time to meet the emergency a guarantee of payment must be issued.
- Non-PA and SSI households must be issued an *Action Taken on Your Request for Assistance to Meet an Immediate Need or a Special Allowance* ([LDSS-4002](#)) in person or via mail immediately following the interview regarding the meeting of their emergency or immediate need(s). PA Household must be issued an LDSS-4002 as well as the completed LDSS-3815.
- Repayment agreements are not required for any households. Liens are no longer allowed and must not be pursued.

Minimum Required Documentation

- Proof of Identity and Citizenship
- Proof of household income and resources
- Proof of homeownership or sole responsibility for upkeep of the property

Processing Procedures

- Vendors must provide an invoice documenting that the work has been completed.
- Current PA emergency payment processes should be followed when issuing payments for heating equipment emergencies.
- Payment Type Code 43 Heating Equipment – Repairs/Replacement should be used to authorize payment.