



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	25DC076 Upstate Only
Date:	November 17, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, TA and SNAP Directors, HEAP Coordinators, WMS Coordinators, Accounting Supervisors
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	2025-2026 Home Energy Assistance Program (HEAP) Mass Authorization Run Dates
Effective Date:	Immediately
Contact Information:	HEAP Bureau at (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	None

Section 2 – 2025-2026 HEAP Rest of State (ROS) Mass Authorization (Autopay) Schedule

The purpose of this GIS is to inform local social service districts (districts) of the run dates for 2025-2026 ROS HEAP Autopay.

OTDA will utilize the Welfare Management System (WMS) to authorize a HEAP benefit to certain eligible Public Assistance (PA) and Supplemental Nutrition Assistance Program (SNAP) households and will perform an income test on Safety Net Case (SNA) Types 16 and 17 to determine income eligibility for HEAP benefits.

The PA autopay occurred on **November 15, 2025**, and will occur on **November 22, 2025**, for SNAP cases.

Additionally, information outlining the WMS implications for the 2025-2026 HEAP Autopay will be released via WMS Client Notice System (CNS) Coordinator Guidance.

Districts will be notified regarding the creation and payment of 2025-2026 HEAP vouchers for ROS.

Section 3 – HEAP Regular Benefit Component Opening Date

Information on the HEAP Regular Benefit opening dates will be forthcoming as federal funding information is made available. All HEAP Autopay authorizations will be held by the system until Regular Benefit opening and federal funding is received.

Client notices of eligibility determination, payments, or guarantees of benefits to HEAP vendors, including ten-day account hold requests to gas and electric utility companies must **not** be issued before the opening date of the Regular Benefit Component.

Applicants who present to the district with an energy emergency should be referred to PA using the guidelines outlined in [25DCO67 - Processing Public Assistance \(PA\) Requests for Energy Emergencies](#).