



General Information System (GIS) Message

Section 1

Transmittal:	25DC080 Upstate and New York City
Date:	November 21, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, PA Directors, SNAP Directors, WMS Coordinators, Staff Development Coordinator
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	Cold Weather Period for Deliverable Fuel Heating Emergencies
Effective Date:	Immediately
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Section 2 - Start of Cold Weather Period for Deliverable Fuel Emergencies

The purpose of this GIS is to inform social service districts (districts) that today, November 21, 2025, is the start date of the deliverable fuel cold weather period for heating emergencies provided that a district has not yet declared their cold weather period already open. Deliverable fuels such as oil, kerosene, propane, and wood are distinct from the utility heating types, natural gas and electricity, and they have distinct timeframes.

Start Date of the 2025-2026 Deliverable Fuel Cold Weather Period

The 2025-2026 deliverable fuel cold weather period for districts must immediately be in effect. This will help ensure applicants and recipients can receive fuel deliveries if needed to address heating emergencies. As conveyed in [25DC067](#), the deliverable fuel cold weather period must apply to all applicants for deliverable fuel emergencies.

For deliverable fuel such as kerosene, oil, or propane to be considered a Public Assistance (PA) emergency, the deliverable fuel must be used for heat, and the fuel emergency must occur during the district's cold weather period. Previously, districts have been advised that they may determine their own non-utility cold weather periods. However, for the 2025-2026 heating season, New York State Office of Temporary and Disability Assistance (OTDA) is declaring that the cold weather period must start no later than November 21, 2025.

Applications for Emergency Assistance

Applications for emergency assistance with cold weather deliverable fuel emergencies should be accepted immediately. Non-PA households may apply via the [LDSS-2921](#) “*New York State Application for Certain Benefits and Services*” or online at [myBenefits.ny.gov](#). Because myBenefits does not distinguish between regular applications and emergency applications, districts should have processes in place to screen or otherwise identify emergency applications submitted electronically. Current PA recipients should request emergency assistance for deliverable fuel by completing the [LDSS-3815](#) “*Request for an Additional Allowance and/or Other Help by a Temporary Assistance Recipient*”.

Non-PA household applicants must be interviewed the same day the application is submitted and eligibility determined as soon as practicable in accordance with [02-ADM-02](#). Interviews for such assistance may be held in person or over the phone when requested by the applicant or as a measure for district administrative ease. It is strongly encouraged that applicants facing challenges in attending an in-person interview be offered a phone interview. Please note that districts can verify need for deliverable fuels via collateral contact with the fuel vendor.

A recipient requesting an additional allowance must complete the [LDSS-3815](#) over the phone or in person with district staff. The submission of this form will not need an interview; however, the immediate need must still be met the same day. An [LDSS-4002](#) “*Action Taken on Your Request for Assistance to Meet an Immediate Need or a Special Allowance*” must be issued detailing the actions that have been or will be taken to meet the emergency. After-hours requests for deliverable fuel emergencies should be handled per district policy and procedures. Non-PA households should be directed to apply as soon as possible the following day for eligibility determination.

Please note that the 125% income eligibility standard for Emergency Safety Net Assistance does **not** apply to requests for energy emergencies, including deliverable fuel emergencies. For additional information, please refer to the [LDSS-4884](#) “*Emergency Energy Assistance Desk Guide*”.