



Erie County Home Energy Assistance Program 2017-2018

Dear HEAP Applicant,

1. If your heat or electric service is off, please report to HEAP at 478 Main Street, Buffalo
2. If you have a shut off notice or low fuel supply, please call HEAP at 858-7644
3. If your heat is on and you do not have a shut off notice, please apply by mail (see below for instructions), or on line at www.MyBenefits.ny.gov
4. If you were approved for HEAP last season (November 2016 – April 2017) and are NOT receiving SNAP or TA:
 - a. Complete and sign the application
 - b. Send proof of all household **earned income** (paystubs from wages for last 30 days)
 - c. List all sources of other household income and amounts, but no proof of unearned income is needed (Social Security, SSD, SSI, Pension, unemployment, Worker's Comp., etc.)
 - d. If there are any new members in your household, that were not in household last season:
 - i. Enclose photocopy of 1 form of ID (license, SS card, birth cert, etc.) **only for new member(s)**
5. If you are receiving SNAP or TA:
 - a. Complete and sign the application
 - b. If there are any new members in your household that were not in HH when SNAP or TA was approved:
 - i. Enclose photocopy of 1 form of ID (license, SS card, birth cert, etc.) only for new member(s)
 - c. If you moved after your SNAP or TA case was opened, include a copy of current heating bill
6. If you did not receive HEAP last season and do not receive SNAP or TA:
 - a. Complete and sign the application. Enclose the following documentation:
 - i. **ID for all household members**
 1. photocopy of 1 form for all members (Dr license, Social Security card, Birth Cert)
 - ii. **List Social Security Numbers on application** (no copies needed) for ALL household members
 - iii. **Proof of Gross income for all HH members**
 1. photocopies of income proof for all income listed on page 3 of application
 - a. if there are wages, copies of 2 or 4 stubs must be enclosed (depending on how often paid)
 - iv. Photocopies of current heat and electric bills

Please visit www.erie.gov and follow the HEAP link for detailed program information

478 Main Street, Buffalo, NY 14202