



Pennsylvania  
**Department of Human Services**

**DATE:** March 31, 2025

**OPERATIONS MEMORANDUM #25-03-03**

**SUBJECT:** Extension of the 2024-2025 Low-Income Home Energy Assistance Program (LIHEAP) Season

**TO:** Executive Directors  
LIHEAP Coordinators

**FROM:** Robert Hixson  
Director  
Bureau of Operations

**PURPOSE**

To inform County Assistance Offices (CAOs) that applications for the LIHEAP Cash and Crisis components will continue to be accepted through April 18, 2025.

**SUMMARY AND CHANGE**

Old Closure Date	New Closure Date
April 4, 2025	April 18, 2025

**BACKGROUND**

Pennsylvania's 2024-2025 LIHEAP season will be extended for two weeks, giving eligible households extra time to seek help paying their winter heating bills.

The application period, originally set to end April 4, 2025, will now close Friday, April 18, 2025.

**NOTE:** The crisis weatherization component will not be extended and will close on April 4, 2025, as scheduled.

**DISCUSSION**

CAOs will continue to accept paper applications for the LIHEAP Cash and Crisis components through close of business on April 18, 2025. Applications postmarked on April 18, 2025, will be accepted. Applications received via mail without a postmark will be accepted through close of business on April 23, 2025, and date stamped April 18, 2025.

Applicants will be able to apply for LIHEAP benefits through the Commonwealth of Pennsylvania Access to Social Services portal until midnight on April 18, 2025. Emails, faxes, or crisis requests received via voicemail will be accepted until midnight on April 18, 2025.

At the close of business on April 18, 2025, CAO staff should check the drop box to retrieve all LIHEAP applications submitted that day. Any LIHEAP application that is received in the drop box after the close of business on April 18, 2025, will be rejected.

### **NEXT STEPS**

1. Share this information with appropriate members of your staff.
2. Direct any questions to your Area Manager.
3. This Operations Memorandum becomes obsolete August 31, 2025.