

COUNTY OF ULSTER
DEPARTMENT OF SOCIAL SERVICES
1061 DEVELOPMENT COURT
KINGSTON, NEW YORK 12401-1959

Patrick K. Ryan, County Executive

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October 19, 2021

To: City/Village Mayors, Town Supervisors, NYS Police, UC Sheriff's Office, Kingston Police Department

All Social Services districts are required to provide an emergency fuel plan for after-hours, holidays, and weekends when the Agency is closed. The 2021 – 2022 after-hours procedure is detailed on second page of this letter.

All after-hours heating emergencies, other than in the City of Kingston, are referred to the Ulster County Sheriff. Emergencies within the City of Kingston are referred to the Kingston Police Department. The Sheriff's Office/Kingston Police Department will contact the elected official seeking their assistance. If the official is not able to meet the emergency using local resources, the official will contact AAA Fuel Service for an emergency delivery of fuel to meet the need until the next business day.

The Home Energy Assistance Program (HEAP) opened on October 1, 2021 and is expected to close March 15, 2022. The HEAP Heating Equipment Repair & Replacement Program (HERR) is also in effect at this time.

Should you have any questions, please contact JoAnn Mundhenk at (845) 334-5333. We look forward to working with you to serve the residents of Ulster County and thank you for your assistance and cooperation in ensuring that this important program is effectively administered in our community.

Sincerely,

Michael A. Iapoce, Esq.
Commissioner

2021 – 2022

After-Hours Fuel Emergency Program

The After-Hours Fuel Emergency Program covers fuel emergencies when the Ulster County Department of Social Services is closed. Social Services business hours are Monday – Friday, 8:00 am – 5:00 pm. This program meets the basic emergency to cover fuel until the next business day.

Referrals for this emergency program can be made after regular business hours, holidays, and weekends. All calls, except within the city of Kingston, are referred to the Ulster County Sheriff's Office. Referrals within the City of Kingston should be directed to the Kingston Police Department.

The Ulster County Sheriff's Office or the Kingston Police Department will contact the local elected official within the city or town. If the elected official is not able to meet the emergency fuel need, the official contacts **AAA Fuel Service** by telephone at **(845) 338-5626**.

The elected official is required to submit the attached Emergency Report to our agency by fax within 24 hours. Our fax number is (845) 334-5301.

Law Enforcement Offices

New York State Police: (845) 338-1702
Ulster County Sheriff's Office: (845) 338-3640
City of Kingston Police Department: (845) 331-1671

After-Hours Fuel Service

AAA Fuel Service
(845) 334-2025
1007 State Route 28
Kingston, NY

Emergency Report

Date: _____ Time of Call: _____ Official: _____

Name of Caller: _____ Telephone: _____

Address: _____

Number in Household: _____ Ages: _____ # of Children: _____

Household Income: _____ Employer: _____

Date of Last Pay: _____ Amount: _____ Cash Available: _____

What is the Emergency

___ NO Heat Type of Heat _____ How long out of fuel: _____

Last date of fuel delivery: _____

___ Other: _____

What steps have you taken to solve the problem?

___ Own House ___ Rent House: Name of Landlord: _____

Do you have a fuel dealer? _____ Are you paid up to date with your fuel dealer?

Did you call for an emergency delivery? _____

Do you have relatives in the area? _____ Names of relatives: _____

Can you stay with friends/relatives until the next business day? _____

If NO, will you accept placement in the local shelter? _____

PLEASE STATE ACTION TAKEN (with brief explanation in the space provided):

Date: _____

___ No action _____

___ Call to: _____

___ Shelter referral: ___ Yes ___ No, because _____

Signature: _____ Supervisor: _____

**Please remit via facsimile to Ulster County Department of Social Services at
(845) 334-5301**