



WAP Notice 05-11-06

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Maintaining Contractor Information in HES

All contractors and sub-contractors working on homes within the Maryland Weatherization Assistance Program (WAP) must maintain a current, valid Maryland license for the type of work they are performing. Local Weatherization Agencies are responsible to manage this, and the State will monitor compliance.

Each Local Weatherization Agency is required to enter into Hancock Energy Software (HES) the complete, current information of every contractor whose services they use. It is subsequently the agency's responsibility to maintain the list. All the information in HES must be up to date, especially the Licenses and Expiration Dates. A contractor that does not have a current, valid license listed in HES is not permitted to perform services for reimbursement by Program funding sources.

If an agency ceases using a contractor listed in HES, the agency should use the software's delete feature. This will effectively remove that contractor from the agency's dropdown lists, while retaining the contractor information in HES so that it can be reactivated at any time.

Both Hancock and the State offer technical support for all HES processes.