

ServTraq® Solution: Ineligible Addresses for Weatherization

Background

Landlords or Property Management Entities may refuse to have their dwellings weatherized by the LIHEAP program. To avoid Marketing & Outreach attempts or Weatherization Jobs created, ServTraq has added the **Ineligible Address for Weatherization** solution. This feature offers the ability to flag addresses as ineligible for weatherization services to prevent the following:

- New Weatherization Jobs created
- Weatherization Marketing leads on the ServTraq Weatherization Marketing Screen
- ServTraq added contact entries for Weatherization (Authorization) Form mail-out

Requirements

Users must have **Weatherization Admin** permissions to add addresses to the **Ineligible Address List**.

Procedure

To add a Place of Service Address to the *Ineligible for Weatherization Services* list go to:

Weatherization>Weatherization Admin>Ineligible Address List

The screenshot shows the 'Ineligible Addresses for Weatherization' window. On the left is a sidebar with a navigation menu. The main area contains a search bar labeled 'Search for an Address' with the placeholder 'Enter Address to Search...'. Below this is the 'Address Results' section with input fields for Address (Address # and Address Street*), Zip/City (Zip Code* and City*), and Geolocation (Latitude* and Longitude*). There are 'Cancel' and 'Save Address' buttons. At the bottom, there is a toolbar with 'Delete Address', 'Refresh', and 'Export' buttons, followed by a table titled 'Ineligible Addresses for Weatherization' with columns for Address, Latitude, and Longitude.

Enter the POS Address in the *Address Search Box* and click **Save Address** (do not include the *Building Type* or *Unit Number*). All associated units to the dwelling address entered will be marked as ineligible for weatherization services. To remove an address from the list, simply select the address and click **Delete Address**.

This screenshot shows the same interface as the previous one, but with a search result populated. The search bar contains '135 Aviation Way, Watsonville, CA, United States'. The 'Address Results' section shows the following values: Address # is '135', Address Street* is 'Aviation Way', Zip Code* is '95076', City* is 'Watsonville', Latitude* is '36.93279719999999', and Longitude* is '-121.78923859999998'. The 'Cancel' and 'Save Address' buttons are visible. Below the search results is a toolbar with 'Delete Address', 'Refresh', and 'Export' buttons, and a table titled 'Ineligible Addresses for Weatherization' with columns for Address, Latitude, and Longitude.

Address	Latitude	Longitude
10 Blanca Ln, Watsonville, CA 95076, USA	36.9318872	-121.7680361
25 Main St, Watsonville, CA 95076, USA	36.9054326	-121.751603