



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

**Earl Ray Tomblin  
Governor**

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**Karen L. Bowling  
Cabinet Secretary**

To: ADW Providers

From: Susan Given, Program Manager, ADW & Personal Care

Date: April 28, 2014

Re: WVDHHR Protective Services Record Checks on Current Employees

The purpose of this memo is to rescind the directive in my memo dated January 16, 2014 on the above matter.

BMS realizes that the current policy and the 1/16/2014 memorandum are in conflict. However, with that, it is the intent of the BMS to have all employees having direct access to members screened through the Bureau of Children and Families using the WV Protective Services Record Check to protect the health and safety of all members. Until the technicality is corrected, ADW providers will not be required to submit WV PRSC for any employees hired prior to September 1, 2011. However, providers are strongly encouraged to continue to submit these forms and to consider the results.