



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

**Bureau for Medical Services  
Home & Community Based Services  
350 Capitol Street – Room 251  
Charleston, West Virginia 25301-3706  
Telephone: (304) 558-1700 Fax: (304) 558-4398**

**Earl Ray Tomblin  
Governor**

**Karen L. Bowling  
Cabinet Secretary**

January 16, 2014

To: Aged & Disabled Waiver Providers

From: Susan Given, Program Manager

Subject: Protective Record Services Check for current employees

Please be advised that all ADW providers must initiate a Protective Record Services Check on current employees no later than September 30, 2014.

This should allow adequate time without overburdening you. Please let me know if you have questions. I have included the form needed and instructions to assist you in initiating the checks.