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Date: Wed, May 18, 2022 at 8:41 AM

Subject: <b>The WV Birth to Three Enrollment Unit is Going Green!</b>

To:

Dear Practitioners and Service Coordinators,

The WV Birth to Three Enrollment Unit will be going green! Let's learn what this means for you.

1. After June 1, 2022, when it is time to submit your annual enrollment packet, you will submit your packet electronically to the WV Birth to Three Enrollment Unit at Gainwell Technologies. All WV Birth to Three Enrollment forms are now in fillable PDF and can be found by copying and pasting this link into your internet browser:

<http://www.eikids.com/wv/matrix/docs/docindex.asp>

2. After June 1, 2022, you will no longer receive confirmation of enrollment through the mail. Your confirmation letter and enrollment certificate will be emailed to you. It is important that you review the email address listed on your Service Directory to ensure the address is correct. If your email address is not correct, please complete the WV Birth to Three Enrollment Application with your correct email address and forward it to the enrollment unit listed on the form.

<http://www.eikids.com/wv/matrix/docs/pdfs/Enrollment-Application%20Form%20-%20FILLABLE%20050621.pdf>

3. After June 1, 2022, when there are situations where additional information is needed to complete enrollment, all communication from Gainwell Technologies will occur through email from the following address, it is important to make sure you open these emails as soon as they come to you so there is no disruption in your enrollment.

[wvbttenroll@gainwelltechnologies.com](mailto:wvbttenroll@gainwelltechnologies.com)

Please contact your Regional Technical Assistance Specialist with any questions. Thank you once again for your support as WV Birth to Three continues our move to Going Green!

The WV Birth to Three State Team