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**100 OBJECTIVE**

The Common Chapters Manual contains material which is of concern to all Department of Health and Human Resources employees, clients, and the general public. The content outlines routine operational practices and is intended to be a resource used in conjunction with current policies as well as state and federal statutory provisions pertaining to the Department.

**110 DEFINITIONS**

- A. Department – Department of Health and Human Resources.
- B. Secretary – Cabinet Secretary of the Department of Health and Human Resources.
- C. Office of Inspector General – Office within the Department of Health and Human Resources responsible for investigating allegations of fraud, overpayment and civil rights violations, conducting administrative hearings, and quality control monitoring for a variety of benefit programs conducted by the Department.
- D. Field Office – Any office of the Department of Health and Human Resources located in any of the 55 counties of West Virginia designed to provide assistance to the citizens of West Virginia. Field offices do not include the administrative offices of the Secretary and those who report immediately to him/her, all of which are located in Kanawha County, West Virginia and are collectively referenced as the State Office.