



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health**

Bill J. Crouch
Cabinet Secretary

Office of Maternal, Child and Family Health

Ayne Amjad, MD, MPH
Commissioner & State Health Officer

RIGHT FROM THE START PROGRAM

(Date)

Re: _____

S.S. Number: _____

Dear Provider,

This is to inform you that this client's case record is being closed for Right From The Start services as of _____. Enclosed is a copy of the final Service Care Plan. Please call or email me if you have any questions.

Sincerely,

Designated Care Coordinator

Agency Name

Agency Address

Agency Telephone Number

Email Address