



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

Date

Name  
Address  
Address

Dear DCC Name:

The Right From The Start State Office has been notified that you have not returned state issued equipment and/or educational materials that were supplied to you during your job as a Designated Care Coordinator. I have attempted to contact you on the following dates \_\_\_\_\_ and the following action(s) were taken:

- Contact number on file is no longer in service.
- Left a message or voicemail.
- Spoke to you and gave deadline for return of equipment.
- Contact number does not have voicemail available.

The Right From The Start equipment and educational materials are the property of the State of West Virginia. These items cannot be replaced by the community agencies. If we are unable to retrieve the items the WV DHHR Operations Office of Safety, Security and Loss Management will be notified. You will be held responsible for the loss of the items. A Designated Care Coordinator Training Certification was signed by you stating that you agreed to return the assigned equipment and educational materials to the Regional Lead Agency upon you leaving the program.

Please return the items to the Regional Lead Agency within 10 days from the date of this letter. If you have any questions please feel free to contact me at (304)558-5388.

Sincerely,

Jackie Newson  
Home Visitation Program