



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

**Joe Manchin III
Governor**

**Bureau for Children and Families
Office of Children and Family Policy
Division of Family Assistance
350 Capitol Street, Room B-18
Charleston, West Virginia 25301-3705
Telephone: (304) 558-8290 Fax: (304) 558-2059**

Date: _____

Dear Former WV WORKS Participant:

In October, you received a notice regarding the Vance Court Decision which would allow for you to request a review of the 60 month closure of your WV WORKS case. In accordance with that decision and to be eligible for a re-evaluation of your case closure of your WV WORKS case, it was necessary for you to make your request within the 60 days following receipt of that letter. You failed to meet that deadline. Failure to return this request form within the time frame stated is considered a waiver of any rights that you may have under the court settlement. Therefore, your request for a case review and re-evaluation of the circumstances at the time of your closure, is denied.

If you have any questions regarding this decision, you may contact me at:

County Office

Phone Number

If you do not agree with this decision, you may request a Fair Hearing and/or a Pre-Hearing Conference. You must ask for a Fair Hearing and/or a Pre-Hearing Conference within 90 days of this notice. A Hearing Request form is enclosed, or you may make the request by phone or in person.

Sincerely,

Designated Case Worker