

## **WV Birth to Three Communications to the Field**

**Subject: AT Requests**  
**Released: January 8, 2008**

Hello,

Most of you probably know by now that Janet Vinyard is no longer working for WV Birth to Three - she has taken a position outside of state government.

You will now need to direct all AT requests to me at [pamroush@wvdhhr.org](mailto:pamroush@wvdhhr.org) or at 350 Capitol Street, Room 427, Charleston, WV 25301.

Frequently we receive faxed documents that are very difficult to read so we would prefer that you mail or email your Service Auths, AT Request forms, IFSP outcome pages, catalog pages and as appropriate, vendor quotes. All forms need to be included in order for the request to be processed.

AT requests will typically be processed within a week to 10 days. If you have an audiological request that requires a quicker turn around, please indicate so with your request.

Thanks for your assistance.

Pam

Pam Roush, Director  
WV Birth to Three