



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
OFFICE OF INSPECTOR GENERAL

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Jolynn Marra  
Interim Inspector General

November 20, 2020

Dear Provider:

On March 20, June 2, and July 24, 2020 guidance was issued by West Virginia Clearance for Access: Registry and Employment Screening (WV CARES) in response to the Presidential State of Emergency due to COVID-19. **It has become necessary to further extend the deadline to meet fingerprinting requirements to March 1, 2021.**

Providers are to continue with the prescreening process using the WV CARES system as described in *W. Va. Code R. §69-10-3*. If a potential candidate for employment does not receive a negative finding during prescreening, that individual may begin work as a provisional employee, without being fingerprinted. Each facility shall continue to maintain a list of provisional employees hired under this guidance.

Apart from temporarily waiving fingerprinting, all requirements related to provisional employees continue to apply. Specifically, provisional employees must complete the Self-Disclosure Application and Consent Form and affirm that he or she has not committed a disqualifying offense and acknowledge that a disqualifying offense shall constitute good cause for termination. *W. Va. Code R. §69-10-3*.

Due to social distancing and public health concerns, some IDEMIA fingerprinting locations remain temporarily closed at this time. WV CARES continues to post updates to its website, located at [wvcares.wvdhhr.org](http://wvcares.wvdhhr.org), as they are received. Providers are strongly encouraged to utilize locations that are available and begin the process of fingerprinting at open locations, as we understand that appointments are limited due to social distancing and other related concerns. IDEMIA customer service is available to address questions or concerns you may have regarding their COVID-19 processes by calling 855-766-7746.

Please note that when the deadline to meet fingerprinting requirements is no longer extended, WV CARES will afford providers additional time to have provisional employees hired since March 20, 2020 to meet the fingerprinting requirements. Such guidance and timeframes will be supplied at that time given the changing nature of the COVID-19 pandemic.

WV CARES will continue to issue additional guidance for providers regarding emergency policies and procedures as it become available. As always, WV CARES is available for questions from providers and can be contacted by telephone, 304-558-2018 or email, [wvcares@wv.gov](mailto:wvcares@wv.gov).

Sincerely,

*Jolynn Marra*

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Interim Inspector General