



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

**Bill J. Crouch**  
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**Jolynn Marra**  
Interim Inspector General

March 20, 2020

Dear Provider:

Please be advised West Virginia Clearance for Access: Registry and Employment Screening (WV CARES) has been developing alternative procedures for the criminal background check process during the Coronavirus Disease (COVID-19) declaration of a national state of emergency.

At this time, 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 from prescreening, that individual may begin work as a provisional employee.

We are aware that due to social distancing and public health concerns IDEMIA fingerprinting locations are closing and unavailable. Each facility shall maintain a currently updated list through this time period of those provisional employees that have not been fingerprinted. Fingerprinting requirements will be expected to be met no later than July 1, 2020.

All provisions related to provisional employees will apply, aside from the need to be fingerprinted prior to beginning work as a provisional employee. See, *W. Va. Code R. §69-10-6*. Specifically, provisional employees must affirm, in a signed statement, 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. §69-10-6.3*.

WV CARES will issue additional guidance for providers regarding these emergency policies and procedures as it becomes available and necessary. As always, WV CARES is available for questions from providers and can be contacted by telephone and email.

Sincerely,

*Jolynn Marra*

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Interim Inspector General

JM:dlc