



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Joe Manchin III  
Governor

Martha Yeager Walker  
Secretary

**WV WORKS Non-Recipient Closure Letter**

**Date:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Dear** \_\_\_\_\_ **:**

Because of changes in Federal and State regulations and because you are the parent or step-parent of a child receiving WV WORKS benefits, you must complete a Personal Responsibility Contract (PRC), WV WORKS Orientation, and participate in a work activity for your family to remain eligible for WV WORKS benefits.

You were scheduled to come in to our office to complete these eligibility requirements and failed to attend that appointment. Since you failed to complete these requirements, your family is no longer eligible to receive WV WORKS benefits. Your benefits will end on July 31, 2007.

If you have questions or believe your case was closed in error, you may contact the Worker listed below or come into the office to reapply for benefits. You also have the right to a Fair Hearing because of the closure. A Pre-Hearing Conference and/or Fair Hearing Request Form is enclosed for this purpose.

**Worker's Name:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_

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New 7/07