



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Social Services
Office of Programs and Resource Development
Division of Children and Adult Services
350 Capitol Street, Room 691
Charleston, West Virginia 25301
Telephone: (304) 352-4429 Fax: (304) 558-4563

Bill J. Crouch
Cabinet Secretary

Jeffrey Pack
Commissioner

June 21, 2022

Dear Socially Necessary Service Provider,

The West Virginia Department of Health and Human Resources, Bureau for Social Services (BSS) has created a process to allow Socially Necessary Services providers to request additional units for authorization over the cap amount within an existing 90-day period.

This letter is to inform you of the process for requesting additional units, when the cap is hit for the following services:

- Supervision 120175, 140175
- Agency Transportation One 120106, 130107, 140106
- Agency Transportation Two 130108
- Agency Transportation Three 130109
- Transportation Time 120104, 130104, 140104
- Supervised Visitation One 120171, 130171, 140171
- Supervised Visitation Two 120170, 130170, 140170
- MDT Attendance 120455, 130455, 140455
- Intervention Travel Time 120105, 130105, 140105

A form has been created called the Unlimited Units Request for A Service Within The 90 Day Authorization Period for requesting these additional units. The form can be provided by KEPRO or myself when requested. A provider must obtain a written request from the BSS case worker with supporting case-specific documentation stating why additional units are needed and the number of units needed. The form and supporting documentation must be submitted to KEPRO by email for processing and a copy of the request must be maintained in the case record and documented in the monthly progress report. KEPRO will collect and track data on the units requested, approved, and utilized, so a determination can be made on future changes for these services.

Please feel free to email me at Andrea.N.RamseyMitchell@wv.gov with any questions.

Thank you,

Andrea Ramsey-Mitchell

Andrea Ramsey-Mitchell

ARM/mct