



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Children and Families  
Office of Programs and Resource Development  
Division of Children and Adult Services  
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**Bill J. Crouch**  
Cabinet Secretary

**Linda M. Watts**  
Commissioner

**MEMORANDUM**

**DATE:** May 20, 2020

**TO:** Socially Necessary Service Providers and Staff

**FROM:** *CH* Carla Harper, Director, Children and Adult Services  
Andrea Ramsey-Mitchell, Program Manager I, Community Partnership

**SUBJECT:** In-Person Visits at Socially Necessary Service Provider Visitation Centers

New guidance has been developed for in-person visits between West Virginia children in foster care and parents/guardians at visitation centers.

In order for visitation to occur at your visitation center(s), you must follow the guidance issued on May 12, 2020, for in-person visitation. Attached is the protocol that outlines guidance for transportation and visitation.

The West Virginia Department of Health and Human Resources is requiring all visitation centers to complete the "Child/Youth Visitation Checklist" attached to this memo. This checklist must be completed for each visitation center. The completed form will need to be emailed to Mary Thompson at [Mary.C.Thompson@wv.gov](mailto:Mary.C.Thompson@wv.gov).

If you have questions related to the guidelines for socially necessary service providers, contact Andrea Ramsey-Mitchell at [Andrea.N.RamseyMitchell@wv.gov](mailto:Andrea.N.RamseyMitchell@wv.gov)