

WorkForce West Virginia Guidance Notice No. 15-12, Change 1

TO: West Virginia's Workforce Investment System

FROM: Russell L. Fry-Acting Executive Director
Valerie Comer-Deputy Executive Director, Federal Programs

ISSUE DATE: July 11, 2012

CHANGE 1
ISSUED: July 20, 2012

EFFECTIVE DATE: July 16, 2012

SUBJECT: Workforce Investment Act Participant Drug Screening

Purpose

The purpose of this policy is to provide guidance to local workforce investment boards and their operators regarding mandatory drug screening for Workforce Investment Act training-level participants.

Content

Background

Section 181(f) of Title I of the Workforce Investment Act (WIA) specifically provides the states the authority to test and sanction WIA participants for the use of controlled substances. On April 24, 2012, the Governor of West Virginia signed Executive Order 8-12, charging WorkForce West Virginia (WFWV) to develop and implement a drug screening policy for Workforce Investment Act Title I training-level services.

Effective July 16, 2012, all participants that enter into training-level services funded by WIA Title I, individual training accounts and on-the-job training, shall be screened utilizing urinalysis for the use of the following controlled substances prior to the beginning of training:

- Amphetamines
- Cannabinoids/THC
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Benzodiazepines
- Propoxyphene
- Methadone
- Barbiturates
- Synthetic narcotics

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Participants who test positive for any of the above named controlled substances shall be sanctioned from receiving WIA-funded training-level services for a period of: 1) ninety (90) calendar days, following the first positive drug screen or 2) one calendar year, following the second positive drug screen.

WFWV has established a contract with Health Research Systems, Inc., to provide a drug screening to those participants that require a drug screen and to review and certify the results of the drug screen. WFWV will be responsible for all costs of the drug screens covered by this policy, with no charges being passed on to participants or local workforce investment operators.

Programs Covered by Drug Screening Policy

All participants that enter into training-level services funded by any of the following programs will be required to successfully pass a drug screen prior to being enrolled in training:

- Workforce Investment Act Title I Adult, Dislocated Worker, and Youth
- National Emergency Grant Training

The term "training-level services" referred to throughout this policy consists of:

1. Individual Training Accounts provided to participants enrolled in WIA-training level activities at eligible training providers and programs included on the State's Eligible Training Provider list
2. On-the-Job Training, defined in WIA Section 101(31)

Participants must only test once throughout their period of participation in training, and a negative/pass drug screen result will be valid until the participant exits integrated One-Stop Career Center services. For example, if a participant is in-school studying for an associate degree and will be issued multiple training vouchers (ITAs) throughout his/her course of study, he/she will only be required to take and pass one drug screen. However, if a participant exits the integrated One-Stop Career Center system and re-enrolls, he/she must take and pass an additional drug screen. Drug test results will be valid for 90 days.

NOTE: The following programs offered through the integrated One-Stop Career Centers system are not covered by this policy: Trade Act, Adult Basic Education, Veterans Employment and Training Services, and Wagner-Peyser.

SPECIAL EXCEPTION: Any participant enrolled in On-the-Job Training (OJT) provided by an employer where the passing of a pre-employment drug screen is a condition of employment is exempt from taking a WFWV funded drug screen, provided that the pre-employment drug screen provided by the employer tests the participant for at least the same controlled substances required by this guidance notice, and the appropriate cutoff levels established by WFWV are met. The employer-mandated drug screen must have been completed within the previous 30 calendar days from the start date of the WIA funded OJT in order to be acceptable for this exemption.

In order to document that this exception is applied, One-Stop Career Center staff should receive a written attestation from the potential OJT employer indicating that a pre-employment drug screen is a condition of employment. One-Stop Career Center staff should keep this written attestation on file with the OJT agreement. Additionally, when applying this exemption to a participant, One-Stop Career Center staff must enter a case note into the MACC that indicates that the participant is exempted from the drug screening policy because the employer requires a pre-employment drug screen.

Drug Screening Operational Procedures

When a One-Stop representative makes the determination to send a participant to approved training funded by one of the previously named programs, he/she must follow the procedures outlined below.

STEP 1 – Training Referral

1. One-Stop Career Center staff shall inform participant of drug screening requirement.
 - a. One-Stop Career Center staff shall not discuss nor attempt to answer any questions regarding participant usage of prescription medications; all questions of this type shall be referred to staff at the drug testing facility following completion of the drug screen.
 - b. Inform participant that he/she should be prepared to provide any information on prescription medications he/she is taking with the drug testing facility staff after the participant completes the drug screen.
 - c. Information shared with the drug testing facility staff will be kept confidential and will not be shared with One-Stop Career Center staff.
2. Review the Disclosure Form with the participant and obtain the participant's signature.
 - a. One-Stop Career Center staff shall review the following key points with the participant:
 - i. Drug screen must be completed by the close of business the following day (please refer to Drug Screening Facility list).
 - ii. Government-issued photo identification must be presented at drug screen facility.
 - iii. Participant is solely responsible for returning to the One-Stop Career Center office with the drug screen results certificate.
 1. One-Stop Career Center office will not receive results from the testing facility.
 - iv. Participants that fail the drug screen will be sanctioned from receiving training in accordance with the schedule of sanctions covered in this policy.
 - v. Appeal procedures are available.
 - b. After the participant signs the Disclosure Form, One-Stop Career Center staff shall give a copy of the Disclosure Form to the participant and place the original in the participant's file.
3. Review the Frequently Asked Questions sheet with participant and give him/her a copy.
4. Complete the Drug Test Authorization Form and the Custody and Control Form (CCF) with the participant and direct them to the nearest authorized drug screening facility. Give participant the Drug Screening Facility list, as well as the Substance Abuse Treatment Reference Guide, that includes substance abuse referral information.
 - a. To ensure equitable access to drug screening facilities, Health Research Systems, Inc. has established a network of drug screening facilities that are located close to all One-Stop Career Center offices throughout the State.
 - b. One-Stop Career Center participants covered by this policy may only complete drug screens at a drug screening facility authorized by Health Research Systems, Inc.
 - c. One-Stop Career Center staff must fax the Drug Test Authorization Form to Health Research Systems, Inc. and WFWV.
5. Participant should have the following documents upon their completion of STEP 1:
 - a. Disclosure Form (signed by the participant)
 - b. Frequently Asked Questions sheet

- c. Drug Test Authorization form completed by One-Stop Career Center staff and participant (to be taken to the drug testing facility)
 - d. CCF, identifying the participant's MACC ID number (to be taken to the drug testing facility)
 - e. Drug Screening Facility list
 - f. Substance Abuse Treatment Reference Guide which provides locations and contact information
6. One-Stop Career Center staff must enter a case note in MACC that indicates the participant has been referred for pre-training drug screen by stating the following information:
- a. "Drug Test Authorization Form and CCF given to (participant name), MM/DD/YYYY."
7. Health Research Systems, Inc will inform the participant of drug screen results via US Postal Service.
8. There are four possible drug screen results:
- a. Negative / PASS
 - b. Dilute Negative
 - c. Positive – Verified / FAIL
 - d. Refusal to Test

STEP 2 – Procedures for Negative / PASS Result

- 1. Participant returns to One-Stop Career Center office and presents drug screen results certificate to One-Stop Career Center staff.
 - a. If the participant indicates that he/she cannot produce the results certificate, One-Stop Career Center staff shall follow the instructions for Obtaining Drug Screen Results, STEP 7 in these procedures.
- 2. Make a copy of the results certificate and place it in the participant's file.
- 3. Enter the following case note in the participant's MACC file:
 - a. "(Name of One-Stop Career Center staff) viewed drug screen results certificate for participant. Participant can proceed with the training plan."
- 4. Proceed to enroll the participant into approved training.

STEP 3 – Procedures for a Dilute Negative Result

- 1. This result shall be treated the same as a Negative / PASS.
- 2. Follow the procedures provided in STEP 2.

STEP 4 – Procedures for Positive – Verified / FAIL result

- 1. Participant returns to One-Stop Career Center office and presents drug screen results certificate to One-Stop Career Center staff;
 - a. If the participant indicates that he/she cannot produce the results certificate, One-Stop Career Center staff shall follow the instructions for Obtaining Drug Screen Results, STEP 7 in these procedures.
- 2. One-Stop Career Center staff must make a copy of the results certificate and place it in the participant's file. **IMPORTANT: The controlled substance listed on the results certificate citing the cause for the drug screen failure must be completely marked out before One-Stop Career Center staff places results certificate in the participant's file.**
- 3. One-Stop Career Center staff must review the following documents with the participant:
 - a. Drug Screen Appeals process (contained within this policy)
 - b. Schedule of Sanctions (contained within this policy)
 - c. Substance Abuse Treatment Reference Guide

4. One-Stop Career Center staff shall enter the following case note in the participant's MACC file:
 - a. "(Name of One-Stop Career Center staff) viewed drug screen results certificate for participant. Participant cannot proceed with the training plan. Participant was provided with appeal rights, sanction information, and information on substance abuse counseling. Participant is eligible for reinstatement of WIA program on or after MM/DD/YYYY, and may complete another drug screen at that time."

NOTE: All results that are considered to be positive are first verified by the Medical Review Officer (MRO) appointed by Health Research Systems, Inc. The MRO is charged with contacting all individuals who test positive to confirm that the positive test was not caused by legally prescribed medications. When the MRO attempts to contact participant regarding positive test and the participant does not respond to MRO within 10 days, the MRO will submit test as positive.

STEP 5 – Procedures for Refusal to Test

1. This result shall be treated the same as Positive – Verified / FAIL.
2. One-Stop staff shall follow the procedures provided in STEP 4, beginning with #3.
3. One-Stop staff shall enter the following case note in the participant's MACC file:
 - a. "(Participant name) refused to complete mandatory drug screen. Participant was provided with sanction information and information on substance abuse counseling. Participant is eligible for reinstatement to WIA program on or after MM/DD/YYYY, and may complete another drug screen at that time."

STEP 6 – Procedure for Usage When Participant Does Not Return to One-Stop Career Center with Drug Screen Results

1. Health Research Systems, Inc. will not supply drug screening results directly to local One-Stop Career Center staff.
2. If the participant does not return to the One-Stop Career Center office with drug screen results, One-Stop Career Center staff will be responsible for following up with the participant to confirm participant completed drug screen
3. If the participant indicates that he/she completed the drug screen, One-Stop Career Center staff should ask the participant to return to the One-Stop Career Center office with the drug screen results certificate.
4. If the participant indicates that he/she completed the drug screen, but that he/she lost or never received the results certificate, One-Stop Career Center staff should follow the procedures provided in STEP 7.

STEP 7 – Procedure for Obtaining Drug Screen Results Certificate

One-Stop Career Center staff shall only utilize this STEP if a participant indicates that he/she completed the drug screen, but that he/she lost or never received the results certificate.

1. One-Stop Career Center staff should send a written statement, signed by the participant, via email to Angela Fry (angela.m.fry@wv.gov) and Rachel Parsons (rachel.e.parsons@wv.gov) requesting the results of the drug screen. The following information is required within the email message:
 - a. Full name of participant;
 - b. Date of drug screen; and
 - c. Participant's MACC ID number.
2. One-Stop Career Center staff will receive a response from WFWV indicating which of the four results applies to the participant, within one business day.
3. Place copy of email in the participant's file.

Sanctions for Testing Positive for Controlled Substances

Following the authorities granted to the State by WIA Section 181(f), the following sanctions will be imposed upon WIA participants that test positive for controlled substances:

Upon the first positive drug screen, the participant will be sanctioned from receiving any WIA or NEG funded training-level services for a period of ninety (90) calendar days from the date of the positive drug screen.

Upon the second positive drug screen, the participant will be sanctioned from receiving any WIA or NEG funded training-level services for a period of one calendar year from the date of the positive drug screen.

Participant is eligible for reinstatement to the WIA/NEG training program following the period of sanctioning and may complete another drug screen at that time.

Participant Appeal Rights

All participants have the right to appeal the results of a drug screen administered for the purposes of providing WIA or NEG funded services.

Any client that wishes to appeal the results of a drug screen must do so in writing within thirty (30) calendar days of receipt of drug screen results, by submitting an appeal letter to the following:

Equal Opportunity Officer
WorkForce West Virginia
112 California Avenue
Charleston, WV 25305

Participants should include the following information within the appeal letter:

- Date and Location of Drug Screen
- Copy of Drug Screen Results Certificate
- Basis for appeal

WFVV will assign an administrative law judge to review the appeal, conduct a hearing as appropriate, and determine whether results of drug screen were valid and whether the participant should be removed from sanction and allowed to receive WIA-funded training.

Effective Date

July 16, 2012

Action

All One-Stop Career Centers must implement the procedures identified in this policy for usage to begin July 16, 2012.

Attachments

Attachment A - Drug Test Authorization Form
Attachment B - Disclosure Form
Attachment C - Frequently Asked Questions
Attachment D – Drug Screen Appeal Procedures and Form



Earl Ray Tomblin, Governor
Russell L. Fry, Acting Executive Director
Keith Burdette, Cabinet Secretary

ATTACHMENT A - Drug Test Authorization Form

A GOVERNMENT ISSUED PHOTO ID MUST BE PRESENTED WITH THIS FORM AT THE DRUG SCREENING FACILITY

****Attention One-Stop Career Center staff-**

Fax this form to

Health Research Systems, Inc.: 888-233-3421 **and** WorkForce WV: 304-558-8332

Customer Name	MACC ID	Date
		/ /
Customer Address (All results will be mailed unless otherwise noted down below)		
Street Address		
City	State	Zip Code
Authorized By (One-Stop Career Center Staff)		
Printed Name		
Signature	Date / /	
One-Stop Career Center Location:		

Drug test MUST be completed by _____ (Not valid after this date)

*****Attention drug testing facility staff-**

Fax this form with copy 4 (employer copy) of the **CCF** to WorkForce WV: 304-558-8332

Fax copy 2 (MRO copy) of the **CCF** to the MRO: 321-216-3155

Mail all billing invoices for drug test collections to:

Health Research Systems, Inc.

PO Box 524

Huntington, WV 25710

Authorized By (Drug Testing Facility Staff)	
Printed Name	
Signature	Date / /

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ATTACHMENT B - Disclosure Form - One Stop Career Center Drug Testing

I, the undersigned, understand that I must be drug-free to receive Workforce Investment Act (WIA) Title I funds to support my third party training program. To that end, I understand I must submit to a ten-panel drug screen at a testing site, specified by the One-Stop Career Center office, by the date identified on the Drug Test Authorization Form.

I also understand that I must present a government issued photo ID at the time of testing.

I have received the following documents for my records:

- Disclosure Form
- Frequently Asked Questions
- Drug Screening Facility list
- Substance Abuse Treatment Reference Guide

I have received the following documents that I must take to the drug screening facility:

- Drug Testing Authorization Form
- Custody and Control Form

I also understand that I will not be eligible to receive any training until I return to the One-Stop Career Center office with the results of the drug screen in the form of a certificate sent to me by the WorkForce West Virginia's vendor, Health Research Systems, Inc.

Sanctions for Testing Positive for Controlled Substances

I understand that if I test positive for any controlled substances, I will be sanctioned from receiving WIA Title I-funded training through the One-Stop Career Center system for the following periods:

- Upon the first positive drug screen, I understand I will be sanctioned from receiving any WIA/NEG funded training-level services for a period of ninety (90) days from the date of the positive drug screen
- Upon the second positive drug screen, I understand I will be sanctioned from receiving any WIA/NEG funded training-level services for a period of one calendar year from the date of the positive drug screen.
- I understand I am eligible for reinstatement to the WIA/NEG training program following the period of sanctioning and may complete another drug screen at that time.

Appeal Rights

I understand I have the right to appeal the results of the drug screen by submitting an appeal in writing within thirty (30) calendar days of a positive test to the following address:

Equal Opportunity Officer
WorkForce West Virginia
112 California Avenue
Charleston, WV 25305

I understand my appeal letter should include the following information:

- Date and Location of Drug Screen
- Copy of Drug Screen Results Certificate
- Basis for appeal

Participant Printed Name

Participant Signature

Date

Witness Printed Name (One-Stop staff)

Witness Signature (One-Stop staff)

Date

ATTACHMENT C- **Frequently Asked Questions about Drug Testing for Clients Enrolling in Training Programs**

On July 16th, 2012, WorkForce West Virginia began mandatory drug testing for all clients who enroll in Individual Training Accounts (ITA)/On-the-Job Training (OJT) paid for by the Workforce Investment Act.

Who will be tested?

All clients who receive ITA/OJT training paid for by the Workforce Investment Act will be tested. This policy only includes individual training plans and on-the-job training. This policy does not apply to in-office One-Stop services such as career counseling, resume writing, or outside training provided by Trade Adjustment Assistance (TAA) and Adult Basic Education (ABE).

Are the results confidential?

The results are confidential. The drug test provider will send the results directly to the client.

What is the process for drug testing?

Prior to enrollment in training, a One-Stop staff member will explain the drug testing policy to the client. The staff member will provide the client with a list of approved drug testing facilities and a Drug Test Authorization Form. Clients have until close of the next business day to take the Drug Test Authorization Form to one of the approved testing sites. Screening will be completed by urinalysis.

The results of the drug test will be processed and mailed to the client. All clients will receive a certificate that clearly indicates the results of the test. To receive an ITA/OJT, clients must bring the certificate, indicating a negative result to the One-Stop Career Center as soon as possible, but in any event, it will be valid for 90 days.

Where do clients go to take a drug test?

One-Stop Career Centers will provide clients with a list of approved local drug testing locations.

How long do clients have to complete a drug test?

All drug tests must be completed by the close of the next business day.

What do clients need to bring to the drug testing facility?

Clients must bring the signed Drug Test Authorization Form (provided by One-Stop Career Center) and a valid, government-issued photo ID.

What happens to clients taking legally-prescribed medications?

Clients taking legally-prescribed prescriptions should be prepared to discuss any medications with the drug test provider. Clients who test positive may be contacted by the drug test provider to determine if the positive result may have been caused by a legally-prescribed medication. Any discussions between the drug testing staff and the client will remain confidential. Clients should not discuss medications with One-Stop Career Center staff.

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What kind of drug test does One-Stop Centers use?

Drug screening is conducted through urinalysis. The screening tests for 10 panel substances:

- | | |
|------------------------|-------------------------|
| 1. Amphetamines | 6. Benzodiazepines |
| 2. Cannabinoids/THC | 7. Propoxyphene |
| 3. Cocaine | 8. Methadone |
| 4. Opiates | 9. Barbiturates |
| 5. Phencyclidine (PCP) | 10. Synthetic Narcotics |

How do clients get the results?

The drug test provider will mail the results via the U.S. Postal Service

What are the drug test results?

1. Negative – the client tested negative for controlled substances and will be processed for training as appropriate.
2. Positive – the client tested positive for controlled substances and will not be processed for training at this time.

Will clients who test positive be referred to substance abuse counseling?

Yes, all clients will receive information on substance abuse counseling.

Can clients appeal the results of a drug test?

Yes, clients may appeal a positive drug test. All appeals must be submitted in writing within 30 calendar days of receiving the results. Clients will receive information on the appeals process prior to the drug test.

What if a client refuses to take the drug test?

Clients who refuse to take a drug test will not be processed for training.

What happens to applicants who test positive for drugs?

Clients who test positive cannot enroll in an ITA/OJT for 90 days. If that individual passes a drug test after 90 days he/she will be able to enroll. A second positive test will result in a one year exclusion from training.

Will clients already enrolled in training be tested?

No, this policy only affects new ITA/OJT enrollments to training programs.

Who pays for the drug test?

Workforce Investment Act Funds.

Will this policy affect unemployment insurance benefits?

No, individuals who test positive will not be denied unemployment insurance benefits, but they will not be eligible for outside training under the Workforce Investment Act.

Will clients who submit to a drug test for on-the-job training have to take the employer drug test too?

It is up to the employer to decide whether the One-Stop drug test is adequate or if another test given by the employer is required. WorkForce West Virginia (WFWV) may accept an employer's drug screen results if no more than 30 days old, are for the same 10 panel substances, and they meet the appropriate cutoff levels established by WFWV.

How do I know that this policy doesn't break any laws or violate my rights?

The Workforce Investment Act of 1998 (WIA) provides states with the authority to test participants of WIA funded activities for controlled substances and deny those who test positive of services.

Do other states require clients enrolled in WIA training programs to take a drug test?

Yes, Indiana requires a drug test be given to all clients who enter training programs.

ATTACHMENT D-
Drug Screen Appeal Procedures
WorkForce West Virginia

Subject: Drug Screen Appeal Procedures, WorkForce West Virginia Guidance No. 14-12, Workforce Investment Act Participant Drug Screening

Effective Date: July 16, 2012

Purpose: To set forth procedures for participants to file an appeal of the results of a drug screen administered for the purpose of providing WIA or NEG funded services. This process applies to participants that wish to appeal the results of their drug screen. Such appeals are covered under Section 181(f)(2)(B) and were addressed in Workforce West Virginia Guidance No. 15-12.

References: WIA Sections 122(g) and 181(f); 20 CFR 667, Subpart F.

Background: Section 181(f) of Title I of the Workforce Investment Act (WIA) specifically provides the authority to test WIA participants for the use of controlled substances and sanction such participants who test positive for the use of such controlled substances. On April 24, 2012, the Governor of West Virginia signed Executive Order 8-12, charging Workforce West Virginia (WFWV) to develop and implement a drug screening policy for WIA Title I training level services.

Policy: Issuance of Workforce West Virginia Guidance No. 14-12, Workforce Investment Act Participant Drug Screen, sets forth West Virginia's procedures for conducting mandatory drugs training level participants.

Appeals will be initiated by filing a written complaint with the WorkForce West Virginia Equal Opportunity (EO) Office within 30 calendar days of receipt of the drug screen results. Faxed complaints or letters in any form shall meet the definition of "in writing". Verbal complaints or electronic mail submissions will not be accepted for appeal. The written appeal should specify, to the greatest extent possible, the issue(s) involved, the provision(s) of the Act or other applicable policies or procedures at issue, and the remedy sought to satisfy the appeal. While not required, complainants may wish to use the WFWV Appeal Form attached to this policy as a means of providing the necessary information for initiating an appeal. The date and location of drug screen, copy of drug screen results certificate and basis for the appeal must be provided on any written correspondence related to the request for appeal, the appeal cannot be reviewed without this information.

The appeal form will be made available through the One-Stop Centers, as well as through LWIB Offices and the WFWV EO Office.

Pertinent Contract Information for the WFWV EO Office is as follows:

WorkForce West Virginia EO Office
112 California Avenue
Building 4, Room 105
Charleston, WV 25305-0311

Phone: (304) 558-1600

Fax: (304) 558-0258

Drug Screen Appeal Procedures
WorkForce West Virginia

Upon receipt of a written appeal, the WFWV EO Office staff will log the appeal and establish a file to track progress. An initial determination will be made as to whether it is appropriate for the appeal to continue through the appeal process. If the appeal is determined to be appropriate for the appeal process, the WFWV EO Office will send written notification to the participant of receipt of the appeal and begin the appeal process. If the appeal is determined to be inappropriate for the appeal process the participant will be notified of this determination. The appeal must be submitted within thirty (30) calendar days from the receipt of the results of the drug screen.

When an appeal has been received and accepted, the WFWV EO Office will schedule a hearing/review, as appropriate, within 30 calendar days of the date the appeal was received in the WFWV EO Office. This hearing/review will be conducted by an impartial hearing examiner who will determine whether results of a drug screen were valid and whether the participant should be removed from sanction and allowed to receive WIA funded training.

If a hearing is appropriate, the hearing officer shall be responsible for:

- 1) Scheduling the hearing and notifying the parties of the date, time and place for the hearing
- 2) The issue(s) to be resolved
- 3) The participants right to present evidence, witnesses and testimony

The hearing examiner's decision must be rendered within 60 calendar days of the date the appeal was filed.

The hearing examiner's decision is final.

Action: All affected LWIBS and other affected parties are to insure that this appeal policy is available to participants who may wish to file an appeal. All affected parties are to be guided by the procedures contained in this issuance when any party files an appeal.

Questions: Contact the WFWV EO Office, 112 California Avenue, Building 4, Room 105, Charleston, WV 25305-0311. Phone 304-558-1600, Fax 304-558-0258

Expiration: Effective until rescinded or modified by WFWV.

**ATTACHMENT D-
WorkForce West Virginia
Drug Screen Appeal Form**

Background-Section 181 (f) of Title I of the Workforce Investment Act (WIA) specifically provides States the authority to test WIA participants for the use of controlled substances and sanction such participants who test positive for the use of such controlled substances. On April 24, 2012 the Governor of West Virginia signed Executive Order Number 8-12, charging WorkForce West Virginia to develop and implement a drug screening policy for Workforce Investment Act Title I training level services.

Filing Date _____

Name of participant _____ **MACC#** _____

Address _____ **Phone #** _____

Basis of Appeal: _____

Remedy Sought: _____

Date of drug screen: _____ **Location of drug screen:** _____

Copy of Drug Screen Results Certificate must be attached in order to process appeal

Participant's Signature _____ **Date** _____

The Appeal Form is to be sent, by the participant, within 30 calendar days of receipt of the drug screen results to:

Equal Opportunity Officer
WorkForce West Virginia
112 California Avenue
Room 105
Charleston, West Virginia 25305
Telephone: (304) 558-1600: Fax (304) 558-0258: TDD (304) 558-1549