



# WV CARES

## West Virginia Clearance for Access: Registry & Employment Screening

### VARIANCE TIPS

When WV CARES must request additional or missing information, it delays the variance review process and prevents a decision from being made. Submitting a complete variance request from the start helps everything move smoother!

Help speed up the process and avoid delays by including these items upfront!

#### APPLICANT STATEMENT

- Applicants should write a clear, legible, and detailed statement explaining their situation.
- Be specific - share background, circumstances, and why you are requesting the variance.
- A single sentence is **not enough** - the more context, the better.

#### JOB TITLE & DESCRIPTION

- Providers should include the applicant's job title and full job description. A clear job title and full job description provides important context when evaluating the variance request.
- This information helps reviewers understand the applicant's roles and responsibilities.

#### SUPPORTING DOCUMENTATION - including these with the initial variance request

- **Character References:** Letters from employers, colleagues, or community leaders
- **Training Certificates:** Any job-related training or personal/professional development
- **Proof of Recovery** (if applicable): Treatment completion, sobriety milestones, or support program involvement
- Additional documents showing changes in your situations, effort and responsibility, personal or professional growth strengthen the application.

#### HIGHLIGHT IMPROVEMENTS

- Applicants should share steps they've taken to grow personally and professionally.
- Share examples that demonstrate commitment to self-improvement and readiness for the job role.
- Examples: continuing education, volunteer work, certifications, or community involvement

### NEED HELP WITH THE VARIANCE PROCESS?

Call or email WV CARES with any questions or issues during the variance process.

#### CONTACT INFORMATION



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