



965 Hartman Run Road, Suite 1103  
Morgantown, WV 26505  
Phone 304-292-7357  
Fax 304-292-7402

2000 Main Street, Suite 100  
Wheeling, WV 26003  
Phone 1-800-585-1603  
Fax 304-232-1604

118 Adams Street, Suite 201  
Fairmont, WV 26554  
Phone 304-366-3615  
Fax 304-366-3018

Child Care Resource Center  
c/o DHHR Office  
1236 N Street, Route 2  
New Martinsville, WV 25155  
Phone: 304-455-0920 Fax: 304-455-0928

To: Child Care Resource Center Current Clients

From: Child Care Resource Center, Child Care Resource and Referral Agency

Date: March 17, 2020

RE: Office closed to the public until further notice

In order to reduce the exposure to the COVID-19, the Child Care Resource Center offices will be closed to the public effective Tuesday March 17, 2020. CCRC Caseworkers will be available in the Wheeling, New Martinsville, Morgantown, and Fairmont offices to assist clients via telephone and through email. The Weirton and Moundsville offices will not have staff available.

Verifications can be submitted in the following ways:

- USPS to your local CCRC office.
  - Please be aware that mail can take up to 7 days to receive in our office.
  - Verifications must be received in the office by the due date you were given.
- The drop box located outside of the Wheeling, Morgantown or Fairmont offices
- In some instances, verifications can be submitted via email to your case manager – please contact your case manager to determine which verifications can be submitted in this fashion.

If you have any questions or are in need of assistance, please contact your local CCRC Office.

Cheerfully,  
Brittany Lucci  
Child Care Resource Center Director  
Catholic Charities, WV