



*West Virginia Division of Veterans Affairs
West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

Dear Veteran/ Family Member:

The most important page in your packet is the page titled – **‘Information Required Prior to Admission’**. When you start working on your packet, gather all pages that need filled out and do them first – if something does not apply to the Veteran, please put a line through it or put ‘N/A’ (not applicable), that way I will know that it does not apply to the Veteran and that you didn’t just forget to do it! Now, please get your **‘Information Required Prior to Admission’** page out and start marking items off as you have them completed or if you need to make copies of something – make a note on the paper as a reminder. This is your check list for your application packet – I must have everything on this page. Take your time and please call me with any questions you may have.

Sincerely,

Janet Chapin

Janet Chapin, Social Worker/Admission