



**Application for Claim Correction**  
Request for correction for a claim that has been submitted  
and processed by the Central Finance Office.



**This form is not to be used for Override of Denied Claims.**

Complete this form for a claim correction using one form per claim. Please enter all requested information.

**Date of Request:** \_\_\_\_\_  
**Child's First & Last Name:** \_\_\_\_\_  
**Child's ID Number:** \_\_\_\_\_  
**Date of Service:** \_\_\_\_\_  
**Claim Number:** \_\_\_\_\_  
**Practitioner Name:** \_\_\_\_\_

**Claim Correction Description:** (provide as much detail as possible)

**Payee/Practitioner Signature (required):** \_\_\_\_\_

Submit completed information via encrypted email to your  
Regional Technical Assistance (TA) Specialist using the information below.

<b>Region 1: Catholic Charities West Virginia</b> <b>TA Specialist: Sarah Feick - <a href="mailto:sarah.j.feick@wv.gov">sarah.j.feick@wv.gov</a></b> Counties: Brooke, Hancock, Marion, Marshall, Monongalia, Ohio, Tyler, and Wetzel	<b>Region 2: The Arc of the Mid-Ohio Valley</b> <b>TA Specialist: Sarah Feick - <a href="mailto:sarah.j.feick@wv.gov">sarah.j.feick@wv.gov</a></b> Counties: Calhoun, Doddridge, Gilmer, Harrison, Pleasants, Ritchie, Wirt, and Wood
<b>Region 3: River Valley Child Development Services</b> <b>TA Specialist: Kately Thaxton - <a href="mailto:kately.m.thaxton@wv.gov">kately.m.thaxton@wv.gov</a></b> Counties: Clay, Jackson, Kanawha, and Roane	<b>Region 4: River Valley Child Development Services</b> <b>TA Specialist: Kately Thaxton - <a href="mailto:kately.m.thaxton@wv.gov">kately.m.thaxton@wv.gov</a></b> Counties: Boone, Cabell, Lincoln, Logan, Mason, Mingo, Putnam, and Wayne
<b>Region 5: MountainHeart Community Services</b> <b>TA Specialist: Kathryn Heidel - <a href="mailto:kathryn.a.heidel@wv.gov">kathryn.a.heidel@wv.gov</a></b> Counties: Barbour, Lewis, Preston, Randolph, Taylor, Tucker, and Upshur	<b>Region 6: MountainHeart Community Services</b> <b>TA Specialist: Susan Rispress - <a href="mailto:susan.k.rispress@wv.gov">susan.k.rispress@wv.gov</a></b> Counties: Braxton, Greenbrier, Monroe, Nicholas, Pocahontas, Summers, and Webster
<b>Region 7: MountainHeart Community Services</b> <b>TA Specialist: Susan Rispress - <a href="mailto:susan.k.rispress@wv.gov">susan.k.rispress@wv.gov</a></b> Counties: Fayette, Mercer, McDowell, Raleigh, and Wyoming	<b>Region 8: Eastern Panhandle Instructional Cooperative (EPIC)</b> <b>TA Specialist: Kathryn Heidel - <a href="mailto:kathryn.a.heidel@wv.gov">kathryn.a.heidel@wv.gov</a></b> Counties: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton