

# Region VI Workforce Development Board

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WV Relay 7-1-1  
[www.regionviwv.org](http://www.regionviwv.org)

**Name of Local Board:** Region VI Workforce Development Board

**Name of One-Stop Facility:** Fairmont American Job Center

**Address of One-Stop Facility:** 416 Adams Street, Fairmont, WV 26554

**Comprehensive Center**

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**Affiliate Site**

**One Stop Operator:** HRDF, Inc.

**One Stop Coordinator:** Sydney Stansberry

**Date of Review:** June 5, 2025

**One Stop meets minimum certification requirements.**

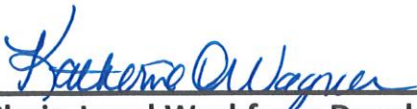
Yes ☒ No ☐

**One-Stop does not meet minimum requirements.**

Yes ☐ No ☐

Improvement Plan is attached.

**I certify the results of this One Stop Certification Review are true and accurate.**



**Chair, Local Workforce Development Board**

6/12/25

**Date**



**Director, Workforce Development Board**

6/12/25

**Date**

Comprehensive Site is defined in the Federal Register at 678.305

Affiliate Site is defined in the Federal Register at 678.310

# ONE STOP PARTNERS AND ACCESS TO SERVICES - FAIRMONT

<b>PROGRAMS/PARTNERS</b> <b>WIOA Section 121(b) and 20CFR 678.400</b> <i>(Partners listed in italics are required partners if services are located or offered in region)</i>	<b>Reference</b>	<b>On Site</b> <b>(Average Hours</b> <b>per week)</b>	<b>Off-Site /</b> <b>Electronic</b> <b>Connection</b> <b>(Method)</b>	<b>Off-Site Basic -</b> <b>Career Services</b> <b>Made Available in</b> <b>Another Manner</b> <b>(Method)</b>	<b>Reviewer's Notes</b> <b>/ Comments</b>
<i>WIOA Title I Adult Services</i>		40 hours			
<i>WIOA Title I Dislocated Worker Services</i>		40 hours			
<i>WIOA Title I Youth Services</i>		40 hours			
<i>Wagner-Peyser Title III (Job Service)</i>		40 hours			
<i>Adult Education and Family Literacy Title II (ABE)</i>		30 SPOKES program	web page, phone, email	.	
<i>Vocational Rehabilitation</i>		40 hours			
<i>Senior Community Service Employment Program (SCSEP) / Title V – Older Americans Act/</i>			web page, phone, email	face to face at partner facility	
<i>Career and Technical Education Programs (postsecondary) authorized under Carl D. Perkins Act</i>			web page, phone, email	face to face at partner facility	
<i>Trade Adjustment Assistance – WorkForce WV</i>		40 hours			
<i>Jobs For Veterans State Grants – WorkForce WV</i>		40 hours			
<i>Community Services Block Grant Emp &amp; Training Activities</i>			web page, phone, email	face to face at partner facility	
<i>Housing &amp; Urban Development Employment &amp; Training Activities</i>			web page, phone, email	face to face at partner facility	
<i>Unemployment Compensation - WorkForce WV</i>		40 hours			
<i>Second Chance Act - WorkForce WV</i>		40 hours			
<i>TANF – (Department of Human Services)</i>		40 hours	web page, phone, email	face to face at partner facility	
<i>Native American Programs</i>			web page, phone, email	face to face at partner facility	
<i>Migrant Seasonal Farm Worker Programs</i>		40 hours			
<i>Job Corp</i>		N/A	N/A	N/A	
<i>Youth Build</i>			web page, phone, email	face to face at partner facility	

## BASIC JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Fairmont

BASIC CAREER SERVICES (based on Federal register 678.430 (a))	ON-SITE / Delivered by what partner(s)	Reviewer's Notes
Eligibility determination of partner programs and services	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Outreach, intake and orientation to the information and other services available through the one-stop delivery system	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Labor exchange services, including job search and placement assistance, career counseling, provision of information on in-demand industry sectors and occupations, provision of information on nontraditional employment	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Appropriate recruitment and other business services on behalf of employers, including small employers, which may include providing information and referral to specialized business services not traditionally offered through the one-stop delivery system	WorkForce West Virginia WV Division of Rehabilitation Services HRDF, Inc. WIOA Career Planners/Youth Career Planner	
Referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and other workforce development programs	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	

## BASIC JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Fairmont

Workforce and labor market employment statistics information, including accurate information relating to local, regional, and national labor market areas, including job vacancy listings in labor market areas; information on job skills necessary to obtain the jobs; and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for such occupations	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Performance information and program cost information on eligible providers of training services and eligible providers of youth workforce investment activities, providers of adult education, providers of career and technical education activities at the postsecondary level, and career and technical education activities available to school dropouts, and providers of vocational rehabilitation	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Information, in formats that are usable by and understandable to one-stop center customers, regarding how the local area is performing on the local performance accountability measures and any additional performance information with respect to the one-stop delivery system in the local area	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Information, in formats that are usable by & understandable to one-stop center customers, relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance benefits under the supplemental nutrition assistance program, assistance through the earned income tax credit, assistance under State program for temporary assistance for needy families, and other supportive services and transportation provided through funds made available in the local area	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
Provision of information and assistance regarding filing claims for unemployment compensation	WorkForce West Virginia	

## BASIC JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Fairmont

Assistance in establishing eligibility for programs of financial aid assistance for training and education programs	WorkForce West Virginia WV Division of Rehabilitation Services WV DoHS SNAP E&T HRDF, Inc. Marion County Adult Education WIOA Career Planners/Youth Career Planner	
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# INDIVIDUALIZED JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Fairmont

Individualized Career Services (based on Federal register 678.430(b))	ON-SITE / Delivered by what partner(s)	Reviewer's Notes
Comprehensive and specialized evaluation to Identify barriers to employment and employment goals	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WV DoHS WIOA Career Planners/Youth Career Planner	
Development of Individualized Employment Plan (IEP)	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WV DoHS WIOA Career Planners/Youth Career Planner	
Group Counseling	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WV DoHS WIOA Career Planners/Youth Career Planner	
Individual Counseling	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WV DoHS WIOA Career Planners/Youth Career Planner	
Career/ Vocational Planning	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WV DoHS WIOA Career Planners/Youth Career Planner	
Short-Term Pre-employment/ Vocational Services	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WV DoHS WIOA Career Planners/Youth Career Planner	

# INDIVIDUALIZED JOB SEEKER SERVICES OFFERED AT ONE STOP CENTER-Fairmont

Access to Training Services	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WV DoHS WIOA Career Planners/Youth Career Planner	
Internships and work experiences	WV Division of Rehabilitation Services HRDF, Inc. WIOA Career Planners/Youth Career Planner	
Workforce preparation activities	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WIOA Career Planners/Youth Career Planner	
Financial literacy services	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WIOA Career Planners/Youth Career Planner	
Out-of-Area Job Search and relocation assistance	HRDF, Inc. WV Division of Rehabilitation Services WorkForce West Virginia WIOA Career Planners	
English language acquisition and integrated education and training programs	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WIOA Career Planners/Youth Career Planner	
Follow up services	HRDF, Inc. Marion County Adult Education SNAP E&T WV Division of Rehabilitation Services WorkForce West Virginia WIOA Career Planners/Youth Career Planner	

## BUSINESS SERVICES OFFERED AT ONE STOP CENTER-Fairmont

<b>BUSINESS SERVICES (Federal Register 678.435(a))</b>	<b>Method of Delivery / by what partner(s)</b>	<b>Reviewer's Notes</b>
Career Services including labor exchange activities including( posting of job orders, screening and referral of qualified applicants	WorkFore West Virginia via Workforce West Virginia web page and referrals from WFWV staff.	
Labor market information	Delivery made by face to face contact with customers, phone, and email contacts, online, follow-up and referrals. Services provided by partners.	
Establish and develop relationships and networks with large and small employers and their intermediaries	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Develop, convene, or implement industry or sector partnerships	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
<b>Suggested Customized Business Services (Federal Register 678.435(b))</b>	<b>Method of Delivery / by what partner(s)</b>	<b>Reviewer's Notes</b>
Customized screening and referral of qualified participants in training services to employers	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Customized services to employers, employer associations, or other such organizations, on employment-related issues	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Customized recruitment events and related services for employers including targeted job fairs	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	



## BUSINESS SERVICES OFFERED AT ONE STOP CENTER-Fairmont

Human resource consultation services, e.g., writing/reviewing job descriptions and employee handbooks; Developing performance evaluation and personnel policies; Creating orientation sessions for new workers; Honing job interview techniques for efficiency and compliance; Analyzing employee turnover; creating job accommodations and assistive technology; Explaining labor laws to help employers comply with wage/hour and safety/health regulations	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Customized labor market information for specific employers, sectors, industries or clusters	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
<b>Suggested Business Services and Strategies</b> <b>Federal Register 678.435(c)</b>	<b>Method of Delivery / by what partner(s)</b>	<b>Notes</b>
Developing and implementing industry sector strategies.	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Customized assistance or referral for assistance in the development of a registered apprenticeship program	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Developing and delivering innovative workforce investment services and strategies for area employers, e.g., career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, apprenticeship, and other effective initiatives for meeting the workforce investment needs of area employers and workers	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Assistance in managing reductions in force in coordination with rapid response activities and with strategies for the aversion of layoffs, and the delivery of employment and training activities to address risk factors	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	

## BUSINESS SERVICES OFFERED AT ONE STOP CENTER-Fairmont

Marketing of business services offered to appropriate area employers, including small and mid-sized employers	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Assisting employers with accessing local, State, and Federal tax credits	Delivery made by face to face contact with customers, phone, and email contacts, follow-up and referrals. Services provided by partners.	
Access to Unemployment Insurance Information	Delivered on-site or online by WorkForce West Virginia and referrals made by other partners.	
Access to Facilities for recruitment, interviews or other business related services	On-site by WorkForce West Virginia, WV Division of Rehabilitation Services, WV DoHS and HRDF, Inc.	

## ADMINISTRATION AND FUNDING of ONE STOP -Fairmont

<b><u>Administration and Funding of One Stop</u></b>	<b>Completed / Projected Completion Date</b>	<b>Reviewer's Notes</b>
A Memorandum of Understanding has been developed and agreed upon by one-stop partners as outlined in WIOA 121(c)	<b>Completed</b>	
An Infrastructure Funding Agreement, including an operating budget for the One Stop Center / System has been developed, including identification of infrastructure and other shared costs. (Required by 1/1/18)	<b>Completed</b>	
A method has been developed and applied to infrastructure / shared costs, taking into account proportional use and relative benefit of each partner organization. (Required by 1/1/18)	<b>Completed</b>	
Partner staff work collaboratively with One Stop Coordinator to develop and implement operating procedures, providing guidance and direction to shared processes and seamless delivery of services across programs	<b>Completed</b>	
Common identifier "American Job Center" and / or "proud partner of American Job Center network" is posted on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system. Examples available at <a href="http://dol.gov/ajc">dol.gov/ajc</a> (Required by 7/1/17)	<b>Completed- All partners have been made aware they need to include the common identifier. This is being used on all One -Stop flyers, brochures, activities announcements, etc.</b>	
Center / System offers reasonable accommodation to individuals with disabilities, including modification to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities.	<b>Completed</b>	
Facility is accessible to individuals with disabilities as required under ADA. (Please list most recent ADA review. )	<b>Completed May 28, 2025</b>	<i>Document received June 6, 2025, not yet signed by WorkForce office manager. Will forward when signed form received.</i>
One Stop Coordinator was selected through competitive bid process with identification of roles and responsibilities.	<b>Completed</b>	
One Stop delivery supports the achievement of the area's negotiated local levels of performance	<b>Completed</b>	

## **ADA Facilities Review of WorkForce West Virginia Local Office - Fairmont**

**Background:** Leah Basford from the *Management Analysis Unit* conducted a review at the Fairmont WorkForce West Virginia location, 416 Adams St, Fairmont, WV 26554 on May 28, 2025.

**Scope:** The overall operations of the office were reviewed for compliance with the *2010 Americans with Disabilities Act Title II* regulations.

The following areas were reviewed: **Accessible Approach, Access to Goods and Services, Usability of Rest Rooms, and Additional Access.**

### **PRIORITY 1: Approach & Entrance**

**Parking and Drop-Off Areas:** There are an appropriate number of accessible spaces in relation to the total spaces available, and the spaces have measurements that meet the exception for van accessible spaces and the requirements for standard accessible spaces. All other aspects meet requirements, including proper signage and markings.

**Route of Travel:** All accessible routes meet or exceed the requirements set forth in these regulations.

**Ramps:** The ramp at this location is well within all requirements and does not meet the specifications for needing rails.

**Entrance:** The entryway meets accessibility requirements. The amount of force to manually open the entrance door is within ADA guidelines, and electronic controls are in use. Due to the design, there is no need for the use of stairs. All measurements taken show compliance with ADA standards, and the entrance door is equipped with hardware that is operable with one hand, and does not require tight grasping, pinching, or twisting of the wrist. There are no areas in this area in which use of handrails is required.

### **PRIORITY 2: Access to Goods and Services**

**Interior Accessible Route:** The interior route meets all criteria for compliance. The accessible entrance provides direct access to the main lobby and WorkForce WV office. The route exceeds minimum requirements of 32' of width. The route is stable, firm, and slip-resistant. There are no slopes to navigate, and no elevators are required to access the lobby area, nor the WFWV office.

All area measurements and seating guidelines are in compliance.

**Stairs:** N/A

**Lifts:** N/A

**Ramps (Interior):** N/A

**Signs:** Interior signage at this location is in compliance. Rooms and spaces are designated with text characters that contrast with their backgrounds, text characters are raised, Braille is in use, and all signage is at appropriate heights from floor.

**Elevator:** N/A

**Interior Doors:** Interior doors meet all requirements, including widths of openings, maneuvering clearances, and hardware.

Operable hardware parts are 36" above the floor.

All doors open easily, and a pressure gauge indicated a force of the maximum allowable pressure of 5 lbs. From an open position of 90 degrees, these doors average 9 seconds for closure.

**Rooms and Spaces:** All office rooms and spaces are in compliance. There are no obstructions in any aisles, pathways, rooms, or areas. The front counter is properly accessible and exceeds the 36" requirement for width. All hallways, rooms, and routes are free of obstructions, and exceed all ADA requirements for measurements and safety.

**Controls:** All controls fall within the allowed variances for compliance. Operable parts measure 38" and 36" from the floor.

**Seating:** All seating measurements are within required variances, and while there are no spaces specifically for wheelchair use, all chairs are easily moved and spaces can easily be made.

**Service Counters:** There are no compliance issues with the service counter.

### **PRIORITY 3: Usability of Rest Rooms**

**There are no public restrooms available within the WorkForce West Virginia office.**

### **PRIORITY 4: Additional Access**

**Drinking Fountains:** N/A

**Telephones:** N/A

**Fire Alarm Systems:** Have both audible and visual signals

Report prepared by:

Date:

Leah Basford

5/28/25

Reviewed by Office Manager/Representative:

\_\_\_\_\_

\_\_\_\_\_

Background: Kristin Dent from McCabe Land Company Limited Partnership (Veterans' Square) conducted a review at the Fairmont location on February 20, 2025.

Scope: The overall operations of the office were reviewed for compliance with the 2010 Americans with Disabilities Act Title II regulations.

The following areas were reviewed: Accessible Approach, Access to Goods and Services, Usability of Rest Rooms, and Additional areas.

Below is the summary of the review.

### 1. Accessible Approach/Entrance

The following areas were reviewed for compliance with the ADA Title II regulations: Parking and drop-off areas, route of travel, ramps and railings, and the entrance itself.

**Parking and Drop-off areas:** The accessible spaces for the facility are located very close to the entrance and are on the accessible route of travel. There are 5 accessible spots as well as a place to drop-off individuals at the main entrance. All measurements and markings are correct. None of the routes' arrival points require the use of stairs. Accessible spaces meet minimum requirements of eight feet in width and with access aisles of five feet.

**Route of Travel:** All accessible routes meet or exceed the requirements set forth in the ADA Title II regulations.

**Ramps:** The ramp installed to travel from the street parking area to the main entrance of the building are in perfect condition, with minimal slope.

**Entrance:** The entrance meets accessibility requirements. The amount of force to manually open the entrance door is within ADA guidelines, and electronic controls are in use. All measurements are in compliance with ADA standards, and the entrance door is equipped with hardware that is operable with one hand, and does not require tight grasping, pinching, or twisting of the wrist.

### 2. Access to Goods and Services

The following areas were reviewed for compliance with the 2010 ADA Title II regulations: Doors, horizontal, circulation, emergency egress, signage for goods and services, vertical circulation, stairs, elevators, and lifts.

**Doors:** All doors at the location meet or exceed the requirement necessary including widths, openings, maneuvering clearances, and hardware.

**Horizontal circulation:** The accessible entrance provides direct access to all public spaces and the spaces themselves comply with the necessary requirements. All objects in the pathways will be cane detectable and pose no problem.

**Emergency Egress:** Emergency systems have an audible as well as visual cue and meet requirements.

**Signage for Goods and Services:** The signage does not have a tactile element corresponding to the lettering. Only numbers have a Braille equivalent. All signage is at appropriate heights from the floor.

**Seats, Tables, Controls, Etc.:** All controls and other elements are within appropriate reach ranges and operable parts are easily usable by one hand with little force. Seats and tables have proper knee and toe clearance, and all other clearances are within range.

**Vertical Circulation:** There are accessible routes to all public floors.

**Stairs:** Stairs and railings meet requirements.

**Elevators:** Every aspect of the elevator car and its respective exteriors and interiors meet requirements for compliance.

**Lifts:** N/A

### 3. Usability of Rest Rooms

The following areas were reviewed for compliance with the 2010 ADA Title II regulations: Getting to the Rest Rooms/Doorways and Passages, Urinals, Lavatories, and Stalls.

**Getting to the Rest Rooms/Doorways and Passages:** The doorways, passages, and entryways conform to standards.

**Urinals:** Urinals in the men's room meet all requirements.

**Lavatories:** Meets all criteria for compliance.

**Stalls:** The restroom stalls meet or exceed all requirements for compliance.

**Soap Dispensers and Paper Towel Holders:** Meets all criteria for compliance.

### 4. Additional Access

The following areas were reviewed for compliance with the 2010 ADA Title II regulations:

**Drinking Fountains:** Drinking fountains meet requirements.

**Telephones:** N/A

Report prepared by:

*Kristin Dent*

Date:

02.20.25

Name & Title



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**FW: ADA Vet sq**

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**From** Maria Larry <mlarry@region6wv.org>

**Date** Tue 3/11/2025 9:28 AM

**To** Ginny Layton <glayton@region6wv.org>

 1 attachment (186 KB)

ADA Title II Certification\_ McCabe Land Company Vet Sq.pdf;

Ginny: See attached. This is for April's space in Vet Square. One Stop Certification need to be completed for each of the one stop offices by our next board meeting in June. I asked Lori Turner about the ADA Certifications for the state buildings and she said we will need to get with the new person at Workforce in Charleston that handles EO and ADA compliance. Amy should know her name – maybe Leah.

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**From:** April Campbell <acampbell@hrdfwv.org>

**Sent:** Friday, February 28, 2025 8:13 AM

**To:** Maria Larry <mlarry@region6wv.org>; Amy Hall <ahall@region6wv.org>

**Cc:** Sydney Stansberry <sstansberry@hrdfwv.org>

**Subject:** ADA Vet sq

Good morning ladies. Please see the attached ADA certification for Vet. Square.

Thanks,  
April Campbell  
Executive Director | HRDF

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**HRDF, Inc. is an Equal Opportunity Employer/Program - Auxiliary Aids and Services are available upon request to Individuals with disabilities.**