



Health Sciences Service Program Application Packet 2020-2021

Submission Guidelines:

Your application, two recommendation forms, and the Certification of Educational Status form must be postmarked by **October 15, 2020**. Items clearly postmarked by the due date will be accepted.

Health Sciences Service awards are made through a competitive process, so please provide complete information. You may attach additional pages if needed. **Please print clearly or type your responses**. You can obtain application materials in electronic format by contacting hssp@wvhepc.edu or visiting www.cfww.com under **Financial Aid Planning > Scholarships**.

Awards will be announced in early December, and recipients must accept awards by their date of graduation. The following materials are enclosed:

- ❖ HSSP Student Application
- ❖ Recommendation Forms
- ❖ Certification of Educational Status Form
- ❖ Eligible Sites for Service Obligation

Loan Repayment Award

The program allocates approximately 15 awards for loan repayment each academic year to students in the West Virginia higher education system. Award amounts are dependent on each discipline and are as follows:

- \$30,000 for medical and dental students
- \$15,000 for students training to become nurse educators, nurse midwives, nurse practitioners, occupational therapists, pharmacists, physical therapists, physician assistants, clinical psychologists, public health practitioners, and clinical social workers.

Awardees will be provided with the funds in two equal installments. With the exception of medical student participants, the first payment will be made upon the recipient beginning practice at an eligible site and providing documentation of educational debt equivalent to the amount of the total award. The second payment will be made after either one or two years in practice depending on whether a participant has elected a full-time or half-time service obligation track. Medical student participants receive the option to begin drawing down funding during residency or wait until they enter practice.

Service Obligation Information for All Disciplines

- ❖ The service obligation is either two years of full-time (a minimum of 40 hours/week) or four years of half-time (a minimum of 20 hours /week) practice. All eligible service sites are in West Virginia.
- ❖ You are not responsible for securing an eligible practice site until **after** you complete your training.
- ❖ Primary care is defined as family medicine, geriatrics, general internal medicine, internal medicine/pediatrics, obstetrics and gynecology, preventive medicine, and psychiatry.
- ❖ Ineligible service obligation sites include emergency rooms (except for Emergency Medicine trained physicians), hospital inpatient positions, and walk-in clinics.
- ❖ There is no provision for long-term repayment of the award. The penalty for not fulfilling the service obligation is repayment of the award with 15 percent interest accruing from the date of default if training or the service obligation is not completed.

Eligibility for Other Financial Incentives

You may be able to concurrently serve your Health Sciences Service Program service obligation with **some** other financial incentive programs. However, federal law prohibits concurrent service of a Health Sciences Service Program service obligation with some federal programs' service obligations, such as the National Health Service Corps loan repayment program. Thus, you must complete your obligation to the Health Sciences Service Program before applying for National Health Service Corps loan repayment or other programs with similar prohibitions.

Eligibility and Service Obligation by Discipline:

Dentists

❖ Eligibility

- Fourth-year dental students enrolled at a West Virginia school of dentistry.
- Most students graduate at the end of the academic year in which they receive the award. Students must graduate from the program of study within two years of receiving an award. Post-graduate training (Advanced Specialty Education programs and residency programs) may be allowed with prior approval of the Higher Education Policy Commission.

❖ Service Obligation

- Upon completing training, dentists must practice at:
 - an out-patient dental or primary care site or a residential care facility for older adults such as a nursing home located within a geographically eligible area.
 - a free clinic or dental or primary care site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state such as a Federally Qualified Health Center or School-Based Health Center (see attached Eligible Sites for Service Obligations for more details).

Nurse Educators

❖ Eligibility

- Students enrolled at a West Virginia school in the final year of a master's or doctoral degree nursing program leading to a career in nursing education.
- Most students graduate at the end of the academic year in which they receive the award. Students must graduate from the program of study within two years of receiving an award.

❖ Service Obligation

- Upon completing training, nurse educators must teach at nursing program in the state accredited by a national nursing accreditor.

Nurse Midwives, Nurse Practitioners, and Physician Assistants

❖ Eligibility

- Students enrolled at a West Virginia school in the final year of a primary care educational program for nurse midwives, nurse practitioners, or physician assistants.
- Most students graduate at the end of the academic year in which they receive the award. Students must graduate from the program of study within two years of receiving an award.

❖ Service Obligation

- Upon completing training, nurse midwives, nurse practitioners, and physician assistants must practice at:
 - an out-patient primary care site or a residential care facility for older adults such as a nursing home located within a geographically eligible area.
 - a free clinic or at an out-patient primary care site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state such as a Federally Qualified Health Center or School-Based Health Center (see attached Eligible Sites for Service Obligations for more details).

Pharmacists

❖ Eligibility

- Students enrolled at a West Virginia school in the final year of a doctoral pharmacy program.
- Most students graduate at the end of the academic year in which they receive the award. Students must graduate from the program of study within two years of receiving an award. Post-graduate training may be allowed with prior approval of the Higher Education Policy Commission.

❖ Service Obligation

- Upon completing training, pharmacists must practice at:
 - an independent pharmacy (10 or fewer locations), primary care site, or a residential care facility for older adults such as a nursing home located within a geographically eligible area.
 - a primary care site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state such as a Federally Qualified Health Center or School-Based Health Center (see attached Eligible Sites for Service Obligations for more details).

Physical Therapists

❖ Eligibility

- Students enrolled at a West Virginia school in the final year of a doctoral physical therapy program.
- Most students graduate at the end of the academic year in which they receive the award. Students must graduate from the program of study within two years of receiving an award.

❖ Service Obligation

- Upon completing training, physical therapists must practice at a site located in a geographically eligible area that is one of the following:
 - An out-patient site such as a hospital clinic or free-standing clinic.
 - A residential care facility for older adults such as a nursing home.
 - A home health agency.
 - West Virginia Birth to Three Program.
- Direct employment at any of these sites is preferred. Self-employment or employment through a contract agency is subject to additional approval (confirmation of consistent service site(s) throughout the obligation and documentation of sufficient hours for full or half-time status) but typically will be approved.

Physicians

❖ Eligibility

- Fourth-year medical students enrolled at a West Virginia school of allopathic or osteopathic medicine, who intend to enter primary care or emergency medicine residency programs in West Virginia.
- Most students graduate at the end of the academic year in which they receive the award. Students must graduate from the program of study within two years of receiving an award.

❖ Service Obligation

- Medical students must complete their residency training at a program located in West Virginia within four years of receiving the award.
- Upon completing training, primary care physicians must practice at:
 - an out-patient primary care site or a residential care facility for older adults such as a nursing home located within a geographically eligible area.
 - a free clinic or at a primary care site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state such as a Federally Qualified Health Center or School-Based Health Center (see attached Eligible Sites for Service Obligations for more details).
- Upon completing training, emergency medicine physicians must practice at a hospital-based emergency room anywhere in West Virginia.
- In some cases and upon approval of the Higher Education Policy Commission, where a participant signs an employment contract while still in residency, the participant may begin the service obligation while still in

training.

Doctoral Psychologists and Graduate Social Workers

❖ Eligibility

- Social work students enrolled in the final year of a graduate program in social work, who are training to become Licensed Independent Clinical Social Workers. Students must complete the course of study, supervised clinical training in West Virginia, and become licensed as an LICSW within three years before beginning the service obligation.
- Clinical psychology students enrolled in the final academic year of a program in doctoral clinical psychology. Students must complete a one-year internship and become licensed within two years before beginning the service obligation.

❖ Service Obligation

- Upon completing training, social workers and psychologists must practice at:
 - primary care sites or residential care facilities for older adults such as a nursing home located within a geographically eligible area.
 - state and federally funded Comprehensive Behavioral Health Centers and State Acute-Care Psychiatric Hospitals; Federally Qualified Health Centers, Free Clinics, and School-Based Health Centers; Veterans Affairs state and federally funded Health Facilities and Mental Health Facilities; and any other sites with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state (see attached Eligible Sites for Service Obligations for more details).

Occupational Therapists

❖ Eligibility

- Students enrolled at a West Virginia school in the final year of a master's or doctoral occupational therapy program.
- Most students graduate at the end of the academic year in which they receive the award. Students must graduate from the program of study within two years of receiving an award.

❖ Service Obligation

- Upon completing training, occupational therapists may practice at a site located in a geographically eligible area that is one of the following:
 - An out-patient site such as a hospital clinic or free-standing clinic.
 - A public school or multiple school sites for a county public health system.
 - A residential care facility for older adults such as a nursing home.
 - A home health agency.
 - West Virginia Birth to Three Program.
- The following sites are eligible anywhere in the state:
 - A veteran's affairs facility (both state and federally funded facilities are eligible).
 - A comprehensive behavioral health center.
 - A state funded acute care psychiatric hospital.
- Direct employment at any of these sites is preferred. Self-employment or employment through a contract agency is subject to additional approval (confirmation of consistent service site(s) throughout the obligation and documentation of sufficient hours for full or half-time status) but typically will be approved.

Public Health

❖ Eligibility

- Students enrolled at a West Virginia school in the final year of a master's public health program.
- Most students graduate at the end of the academic year in which they receive the award. Students must graduate from the program of study within two years of receiving an award.

❖ Service Obligation

- Upon completing training, public health practitioners must practice for two years full-time or four years half-time. Eligible sites include:
 - Free clinics, federally qualified health centers, and comprehensive behavioral health centers located anywhere in the state.
 - West Virginia Department of Health and Human Resources Central Office in Charleston including but not limited to the Bureau for Public Health and other applicable DHHR bureaus/offices.
 - Additionally, the following types of sites if located within a geographically eligible area of the Service Areas List and map:
 - A local health department.
 - An out-patient primary care practice.
 - Employment at additional sites where the primary job function is epidemiology, patient navigation, or program outreach may be approved on a case by case basis.

If you have any questions, you may discuss the program with your school contact listed in the Health Sciences Service Program brochure or contact:

Michelle Ruppert, Health Sciences Program Administrator
Health Sciences Service Program
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd. E., Suite 700
Charleston, WV 25301
Phone: 304-558-0530; Fax: 304-558-0532
E-mail: hssp@wvhepc.edu



HEALTH SCIENCES SERVICE PROGRAM

2020-2021 Student Application

12. Are you a resident of West Virginia? YES NO

If "YES," for how many years have you been a resident of West Virginia?

If "YES," what is your home county?

13. Background: Where were you born and raised? What family ties, if any, do you have to West Virginia? Have you ever lived or worked in rural West Virginia or another underserved area?

14. What personal and professional attributes make you a good match for practice in a rural or underserved area? Or, if applicable, what personal and professional attributes make you a good nurse educator?



HEALTH SCIENCES SERVICE PROGRAM

2020-2021 Student Application

18. Describe any community research, service projects, or volunteer work you have done in rural or underserved areas of West Virginia.

19. Do you have any other service obligations, including military obligations?

If "YES," please describe:

YES

NO

20. Students who receive financial assistance funded by State revenue must be in compliance with the Selective Service Act, which requires that males between the ages of 18 and 25 register with the Selective Service. Are you in compliance?

Comments:

YES

NO

Does Not Apply

21. List a minimum of three practice opportunities in rural communities you have explored, including site location. If you have not explored any career opportunities, please mark as Not Applicable (N/A).



HEALTH SCIENCES SERVICE PROGRAM

2020-2021 Student Application

22. Did you grow up in or near any of the above communities? Were any of your clinical experiences at the sites or communities you have listed?

23. Are you currently employed? YES NO
If yes, where:

Additional application materials required for all applicants:

In addition to submitting a completed copy of this application, all applicants must also submit the following forms to the West Virginia Higher Education Policy Commission. All materials must be postmarked by **October 15, 2020**:

1. At least two letters of recommendation (use the attached form) from (1) an official in the Dean's Office or your Program Director who can address your academic work, clinical skills and professionalism, and interest in working in rural or underserved area of nursing education, and (2) an individual (not a relative) who is knowledgeable about your clinical experiences as a health professions student, particularly in rural or underserved areas of West Virginia.

Additional recommendations are optional. **Letters of recommendation must be emailed by the referring individual to HSSP@wvhepc.edu.**

2. A completed version of the attached Certification of Educational Status Form executed by yourself and the appropriate school official. The school official must mail this form directly to the Higher Education Policy Commission.

Please notify your school contact that you are applying for this program. The contact is listed in the Health Sciences Service Program brochure.

I hereby certify that all the above statements are true and correct.

I attest that by my graduation date I will have accrued educational debt in the amount equal to or above the amount of my potential Health Sciences Service Program award.

I understand that, if I am awarded and accept a Health Sciences Service award, I am obligated to:

Practice for at least two years full-time or four years half-time at an eligible site in a rural or underserved area of West Virginia, or if applicable, teach at least two years full-time or four years half-time in an approved nursing home in West Virginia.

I also understand that falsifying statements on this application may be grounds for breach of contract.

Signature of Applicant

Date



HEALTH SCIENCES SERVICE PROGRAM Certification of Educational Status

To be completed by the APPLICANT

Please complete the section below and give this form to an official in your Dean's Office or your Program Director. **The official must complete this form and is responsible for sending it directly to the Higher Education Policy Commission by October 15, 2020.** Applicants should NOT mail the form to the Higher Education Policy Commission.

Applicant first name	Middle initial	Last name	Student identification number
Address		City	State/Zip
Phone		Email	

I, the undersigned, do hereby authorize documentation of my educational status to the Health Sciences Service Program.

Signed	Date
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To be completed by a SCHOOL OFFICIAL

Please provide the information requested below and return this form (**postmarked by October 15, 2020**) to:

Mail: Health Sciences Service Program, West Virginia Higher Education Policy Commission

1018 Kanawha Boulevard, East, Suite 700; Charleston, WV 25301

Fax: 304-558-0532 **Email:** HSSP@wvhepc.edu

The above-named student is currently enrolled and is in good academic and professional standing at the school or program listed below:

College or university	School or program
Matriculation date	Expected graduation date

Is the student in the final academic year of program: YES NO Student status is: Full-time Part-time

Comments:

(Affix seal)

Signature of official or program director	Date
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Title



HEALTH SCIENCES SERVICE PROGRAM Recommendation Form

To be completed by the APPLICANT

Please provide a copy of this form to two references to complete:

- 1) An official in the Dean's office or your Program Director, who can address your academic work, clinical skills and professionalism, and interest in serving rural or underserved populations; and
- 2) An individual (not a relative) who is knowledgeable (preferably in a supervisory capacity) about your clinical experiences as a health professions student, particularly in rural or underserved areas of West Virginia.

Applicant first name **Middle initial** **Last name**

Applicant waiver: I do I do not waive my right of access to this recommendation, granted under the provisions of the Family Educational Rights and Privacy Act of 1974.

Signature of applicant **Date**

To be completed by the REFERENCE

Your time and input are appreciated. This recommendation will be used solely for evaluation by the Health Sciences Service Program. The program requires participants to practice for a minimum of two years in a rural or underserved area of West Virginia or teach at least two years at a school of nursing in West Virginia. You are welcome to attach additional pages, if needed.

Please complete and return this form postmarked by October 15, 2020:

Mail: Health Sciences Services Program, Higher Education Policy Commission, 1018 Kanawha Blvd. East, Suite 700, Charleston, WV 25301.

Fax: 304-558-0532 **Email:** HSSP@wvhepc.edu

1. How long have you known the applicant?

In what specific capacity?

2. Evaluate the applicant according to the following criteria by checking the appropriate box.

Characteristic	Excellent	Above average	Average	Below average	Unknown
Breadth of knowledge					
Clinical competence					
Professional demeanor					
Interpersonal skills					
Leadership potential					
Communication skills					
Ability to work in a team					
Community service					

HEALTH SCIENCES SERVICE PROGRAM RECOMMENDATION FORM

3. Does the applicant possess any special skills or qualities that should be noted? If yes, please describe.

4. Does the applicant demonstrate any areas that need improvement to enhance his or her ability to practice in a rural or underserved area outreach in a nursing program? If yes, please describe.

5. How does the student's commitment to rural or underserved practice or nursing education compare with that of other students?

6. Additional comments:

Recommendation (check one):

- I recommend this applicant.
- I recommend this applicant, but with some reservation.
- I am not able to recommend this applicant.

Signature of reference

Agency

Name of reference

Title

Mailing address

City, State and Zip code

Email address

Phone number



HEALTH SCIENCES SERVICE PROGRAM Recommendation Form

To be completed by the APPLICANT

Please provide a copy of this form to two references to complete:

- 1) An official in the Dean's office or your Program Director, who can address your academic work, clinical skills and professionalism, and interest in serving rural or underserved populations; and
- 2) An individual (not a relative) who is knowledgeable (preferably in a supervisory capacity) about your clinical experiences as a health professions student, particularly in rural or underserved areas of West Virginia.

Applicant first name _____ **Middle initial** _____ **Last name** _____

Applicant waiver: I do I do not waive my right of access to this recommendation, granted under the provisions of the Family Educational Rights and Privacy Act of 1974.

Signature of applicant _____ **Date** _____

To be completed by the REFERENCE

Your time and input are appreciated. This recommendation will be used solely for evaluation by the Health Sciences Service Program. The program requires participants to practice for a minimum of two years in a rural or underserved area of West Virginia or teach at least two years at a school of nursing in West Virginia. You are welcome to attach additional pages, if needed.

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Clinical competence					
Professional demeanor					
Interpersonal skills					
Leadership potential					
Communication skills					
Ability to work in a team					
Community service					

HEALTH SCIENCES SERVICE PROGRAM RECOMMENDATION FORM

3. Does the applicant possess any special skills or qualities that should be noted? If yes, please describe.

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5. How does the student's commitment to rural or underserved practice or nursing education compare with that of other students?

6. Additional comments:

Recommendation (check one):

- I recommend this applicant.
- I recommend this applicant, but with some reservation.
- I am not able to recommend this applicant.

Signature of reference

Agency

Name of reference

Title

Mailing address

City, State and Zip code

Email address

Phone number



Eligible Sites for Health Sciences Service Program Service Obligations 2020-2021

For Dentists

- An out-patient primary care or dental site located within a geographically eligible area of the Service Areas List and Map.
- An out-patient primary care site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state such as Federally Qualified Health Centers and School-Based Health Centers.
- A Free Clinic located anywhere in the state.
- A residential care facility for older adults such as a nursing home located within a geographically eligible area of the Service Areas List and Map.

For Nurse Educators

- West Virginia Nursing Programs accredited by a national nursing accreditation body.

For Nurse Practitioners, Nurse Midwives, and Physician Assistants

- An out-patient primary care site located within a geographically eligible area of the Service Areas List and Map.
- An out-patient primary care site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state such as Federally Qualified Health Centers and School-Based Health Centers.
- A Free Clinic located anywhere in the state.
- A residential care facility for older adults such as a nursing home located within a geographically eligible area of the Service Areas List and Map.

For Pharmacists

- An independent pharmacy (10 or fewer locations) or an out-patient primary care site located within a geographically eligible area of the Service Areas List and Map.
- An out-patient primary care site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state such as Federally Qualified Health Centers and School-Based Health Centers.
- A Free Clinic located anywhere in the state.
- A residential care facility for older adults such as a nursing home located within a geographically eligible area of the Service Areas List and Map.

For Physical Therapists

- An out-patient site such as a hospital clinic or free-standing clinic located within a geographically eligible area of the Service Areas List and Map
- A residential care facility for older adults such as a nursing home located within a geographically eligible area of the Service Areas List and Map.
- Veterans Affairs State and Federally Funded Health Facilities and Mental Health Facilities located anywhere in the state.
- State and Federally Funded Comprehensive Behavioral Health Centers and State Acute-Care Psychiatric Hospitals located anywhere in the state.

- Employment with the Birth to Three Program, home health providers, and other types of home-based employment also may be allowed under special arrangement.
- Direct employment at any of these sites is preferred. Self-employment or employment through a contract agency is subject to additional approval (confirmation of consistent service site(s) throughout the obligation and documentation of sufficient hours for full or half-time status) but typically will be approved.

For Primary Care Physicians

- An out-patient primary care site located within a geographically eligible area of the Service Areas List and Map.
- An out-patient primary care site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state such as Federally Qualified Health Centers and School-Based Health Centers.
- A Free Clinic located anywhere in the state.
- A residential care facility for older adults such as a nursing home located within a geographically eligible area of the Service Areas List and Map.

For Emergency Medicine Physicians

- A hospital-based emergency room located anywhere in West Virginia.

For Doctoral Clinical Psychologists and Licensed Independent Clinical Social Workers

- A primary care site located within a geographically eligible area of the Service Areas List and Map.
- State and Federally Funded Comprehensive Behavioral Health Centers and State Acute-Care Psychiatric Hospitals located anywhere in the state.
- Federally Qualified Health Centers and School-Based Health Centers located anywhere in the state.
- A Free Clinic located anywhere in the state.
- Veterans Affairs State and Federally Funded Health Facilities and Mental Health Facilities located anywhere in the state.
- A residential care facility for older adults such as a nursing home located within a geographically eligible area of the Service Areas List and Map.
- Any other out-patient site with a facility-based Health Professional Shortage Area (HPSA) designation located anywhere in the state.

For Occupational Therapists

- An out-patient site such as a hospital clinic or free-standing clinic located within a geographically eligible area of the Service Areas List and Map
- A public school or multiple school sites for a county public health system within a geographically eligible area of the Service Areas List and Map.
- A residential care facility for older adults such as a nursing home located within a geographically eligible area of the Service Areas List and Map.
- Veterans Affairs State and Federally Funded Health Facilities and Mental Health Facilities located anywhere in the state.
- State and Federally Funded Comprehensive Behavioral Health Centers and State Acute-Care Psychiatric Hospitals located anywhere in the state.
- Employment with the Birth to Three Program, home health providers, and other types of home-based employment also may be allowed under special arrangement.
- Direct employment at any of these sites is preferred. Self-employment or employment through a contract agency is subject to additional approval (confirmation of consistent service site(s) throughout the obligation and documentation of sufficient hours for full or half-time status) but typically will be approved.

For Public Health

- Free clinics, Federally Qualified Health Centers, and State and Federally Funded Comprehensive Behavioral Health Centers located anywhere in the state.
- West Virginia Department of Health and Human Resources Central Office in Charleston including but not limited to the Bureau for Public Health and other applicable DHHR bureaus/offices.
- Additionally, the following types of sites if located within a geographically eligible area of the Service Areas List and map:
 - A local health department.
 - An out-patient primary care practice.
 - Employment at additional sites where the primary job function is epidemiology, patient navigation, or program outreach may be approved on a case by case basis.



HEALTH SCIENCES SERVICES PROGRAM

Service Sites 2020-2021

Barbour County

Boone County

Braxton County

Calhoun County

Clay County

Doddridge County

Fayette County

Gilmer County

Grant County

Greenbrier County

Census Tracts: 9501,9502, 9503
9504, 9505, & 9507

Hampshire County

Hancock County

East Liverpool Service Area: Grant
District

Hardy County

Harrison County

Doddridge/Salem Service Area
Census Tract 316

Jackson County

Kanawha County

Clendenin Service Area: Census Tract
112

(Low Income) Cabin Creek Service Area
Census Tracts: 113.01, 114.01, 114.02,
118, & 121

Lewis County

Lincoln County

Marshall County

Cameron Service Area: Census Tract 208

Mason County

McDowell County

Mercer County

Mingo County

Monongalia County

Clay Battelle Service Area:
Census
Tract 114

Monroe County

Morgan County

Nicholas County

Pendleton County

Pleasants County

Pocahontas County

Preston County

Raleigh County

Northwest Raleigh Service Area:
Census Tracts 111 & 112

Randolph County

Ritchie County

Roane County

Summers County

Taylor County

Tucker County

Tyler County

Upshur County

Wayne County

Wayne/Fort Gay Service Area:
Butler, Stonewall, and Union
Districts

Webster County

Wetzel County

Wirt County

Wyoming County