

# BFS ADMIN DIRECTORY

Email Addresses	Task 1	Task 2	Task 3	Task 4	Task 5
<a href="mailto:FWSECRETARYVW@GMAIL.COM">FWSECRETARYVW@GMAIL.COM</a> Case Management & Compliance Coordinator	<b>Case Loads</b>	<b>Request Case Files</b>	<b>Drug screens</b>	<b>CC in all weekly updates to workers</b>	<b>Case change forms</b>
<a href="mailto:Hello@fastwificompany.com">Hello@fastwificompany.com</a> Director 304-807-2571	<b>Contact Wenly</b>	<b>Income Verification</b>	<b>Staff Change</b>		
<a href="mailto:Fastwifibillings@gmail.com">Fastwifibillings@gmail.com</a> Billing Specialist	<b>Invoices</b>	<b>Progress Notes</b>	<b>Billing Inquiries (Cc Hello)</b>	<b>Notify if billing will be turned in late</b>	<b>Please renew every 24 hr up to 3 days to be excused</b>
<a href="mailto:fastwifiasoauthorizations@gmail.com">fastwifiasoauthorizations@gmail.com</a> Case Intake & Operations Coordinator	<b>Direct workers to send referrals here</b>				
Aleshia Hunter – Team Aleshia <a href="mailto:fwaleishahunter@gmail.com">fwaleishahunter@gmail.com</a> Supervisor	<b>Notify of cancelation</b>	<b>Notify before calling Central Intake</b>			
Debora Pigman – Team Debbie <a href="mailto:fwdebbiepigman@gmail.com">fwdebbiepigman@gmail.com</a> Supervisor	<b>Notify of cancelation</b>	<b>Notify before calling Central Intake</b>			
Wenly Beliard – Team A <a href="mailto:Hello@fastwificompany.com">Hello@fastwificompany.com</a> Supervisor	<b>Notify of cancelation</b>	<b>Notify before calling Central Intake</b>			
<a href="mailto:Monthlies@bridgingfamilieservices.com">Monthlies@bridgingfamilieservices.com</a> LSW's	<b>Monthly Summaries Submission 3<sup>rd</sup> of each month</b>				

This list may be updated at any point of time so please if you are looking for who to reach please revisit this sheet.