

**Local Area I
One-Stop System
Customer Information Disclosure Form**

1. We desire to provide quality services to you. It is sometimes necessary for us to release both written and verbal information that you or other sources provide to us. Some of this information is, by its nature, sensitive or confidential and you have the right to determine when we can give this information to others. Please read this disclosure and ask any questions you may have about information we require and how we will protect your right to control access to it.

2. Verbal or written information given by you or received from other sources about you will be used to determine your eligibility and manage the services you receive, get information about you from other agencies, and help you to get other services. Information **will not** be used for any other purpose. Case Managers and other workforce development staff are required by professional ethics and by policy to keep information confidential and it will not be released to others unless you approve its release in writing to another agency or ask us to give it out. **There are three instances when information must be given by us to others:** when the information you give us indicates that you may be a clear and imminent danger to yourself or others, when you request information to be given directly to you or released by you to others, or when information is requested by court of law or others through legal means.

3. The Local Area One-Stop System is an integrated service system. To maximize your services, information may be shared with different levels of staff or with persons from other agencies or schools. These persons are also required to respect the confidentiality of the information and will use it only for official purposes. If information is requested about you from other places and it does not support your participation in workforce services, we will request a written release before we provide it.

4. Both paper and automated case files containing your information are kept in our local office. These files may contain eligibility and application papers and information, assessment results, case notes, and other documents relating to your participation in workforce services. Your files are kept in areas where access is limited to authorized persons only.

5. If you are under the age of 18, your parents have the right to know general information about your case. We are required to give information to your parents without your approval if they ask us for it.

6. You will occasionally be asked to sign information releases during your work with us. These releases will specify the information you are releasing and to whom it is being released.

I have read this disclosure about how workforce information will be managed. I understand that it will be used for workforce purposes only and protected within the limits of the laws, regulations, and policies regarding it. I also understand the reasons for having to collect information and I agree to provide it.

(Customer Signature)

(Date)

(Parent/Guardian Signature)

(Date)

I have discussed the management of information with the customer whose signature above.

(Case Manager Signature)

(Date)