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**TECHNICAL ASSISTANCE MEMO #20**

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**DATE:** APRIL 14, 2016  
**TO:** ALL SWWDC SERVICE PROVIDERS  
**FROM:** AMY GIMLIN, SWWDC DATA AND COMPLIANCE MANAGER  
**RE:** AUTHORIZATION TO RELEASE AND PRIVACY ACT ACKNOWLEDGEMENT FORM

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It was brought to our attention during the State Monitoring by Employment Security Department that some of our files may be lacking on two very important notifications we must provide the applicant/participant. We must abide by the [Privacy Act of 1974](#) and the [RCW 50.13](#) which is WA State's response to the Act regarding transparency and open government. The Privacy Act of 1974 requires that whenever personal information is requested of an individual, he/she has the right to know why the request is being made, how the information will be used and what will happen if the requested information is not provided.

The second notification is the Release of Information according to [RCW 50.13](#) and [Governor's Executive Order 00-03](#). Individuals applying for WIOA and other funded services must provide written permission authorizing WIOA funded staff to share their personal and confidential information and records. Each individual must be notified that they can request their personal and confidential information not to be shared among the WorkSource partners and this request does not affect their eligibility for services. The signed release form must specify **WorkSource partners/system**. If the individual chooses not to release/share information the flag in SKIES/WIT must be marked "do not share data".

All WIOA service providers must ensure that each participant signs the release of information allowing data sharing and the participant acknowledges we have their personal information for training and employment purposes. Attached is a template that must be used by providers moving forward serving both purposes described above. The form can be personalized for each service provider.

Moving forward all WIOA service providers, must obtain a signed Authorization to Release Info and Privacy Act Acknowledgement form for all current participants enrolled in the WIOA program and those currently applying for services. As current participants receive services, the service provider must have the participant sign the Authorization to Release Info and Privacy Act Acknowledgement form. For all new enrollments, the form must be signed at enrollment. The form is located on the [SWWDC website](#).

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