VI. CONSENT TO SHARE WAGE & EMPLOYMENT INFORMATION FORM

- INSTRUCTIONS -

Introduction

The intent of the "Consent to Share Wage and Employment Information" form is to assure that we have the participant's permission to match their wage records at the time of placement with the information that is in the Wage Detail database that is located in the Data Warehouse.

This form is to be used in conjunction with the "Use of Data Statement" and other required paperwork to enroll a participant into a specific program.

NOTE: If the State of Minnesota's Department of Employment & Economic Development (DEED) provides data entry services, photocopies of all documents ("Use of Data Statement", "Consent to Share Wage and Employment Information") must accompany the appropriate application and status change forms.

NOTE: If you customize your form to include your agency's name, please be sure that all appropriate "agency name" and "program name" blanks have been completed.

Instructions

1 When first meeting with a client or participant and gathering information for his/her eligibility determination, have the participant complete the "Consent to Share Wage and Employment Information" form.

2 Ensure that either the Yes or No box has been checked and enter this information on the Applicant Information form, item #88 or the Special MFIP Short Application, item #34.

3 Ensure that the participant's name is typed or printed above their signature; the participant and/or participant's parent or legal guardian is signed and dated

4 The original signed document becomes part of the participant's file and a photocopy it provided to the participant receives a photocopy of the signed document. If necessary, the document is available upon request.

NOTE: The participant may cancel his/her consent at any time with a written request.

5 If a participant changes his/her consent option as indicated in the note above, the written request cancels out the consent option and the system records need to be updated and the writtin request is placed in the file.

NOTE: If DEED provides your data entry, send photocopy of the signed consent form and/or written cancellation must be submitted to update the system's information.