

Consent to Release Information

The Workforce Solutions of West Central Texas Board (WSWCTB) considers information in customer records to be confidential. Release of information may be authorized for the sole purpose of delivering services under the programs offered by the Workforce Solutions Center or WSWCTB. The lists below indicate the types of persons/entities with whom Workforce Solutions will and will not exchange confidential information.

Persons/Entities with whom confidential information may not be exchanged:

- Family members¹ or any other individual person to whom you have not permitted Workforce Solutions to release your information
- Any entity not otherwise legally permitted to obtain confidential information about you from Workforce Solutions records

Note¹: Workforce Solutions will release information to parents/legal guardians for youth customers under the age of 18.

Persons/Entities with whom confidential information may be exchanged:

- Employers
- Health-related agencies
- Education/training agencies
- Public service agencies
- Governmental agencies
- Other partners of Workforce Solutions that are integral to providing services to you
- Individuals² specifically named in writing by you to whom you are permitting the release of your Workforce Solutions information

Note²: You must indicate on this form, on the following lines, the names of individuals to whom you are permitting Workforce Solutions to release your information.

Name Relationship

Name Relationship

My signature authorizes the release of information between these agencies/individuals and from outside parties related to the delivery of services to me. Furthermore, I release such persons and institutions, and Workforce Solutions/WSWCTB from any legal claims arising from the criminal background check process, if applicable for services.

PRINTED NAME

DATE OF BIRTH

CUSTOMER SIGNATURE

DATE

PARENT SIGNATURE (For non-CCS customers under 18 years old)

DATE

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. This service is funded in whole or in part with federal funds. More detailed information is located on the Board's website at <http://www.workforcesystem.org/107/Public-Information>.