

**New York State Department of Labor**  
W. Averell Harriman State Office Campus  
Building 12, Room 440  
Albany, NY 12240  
[www.labor.ny.gov](http://www.labor.ny.gov)

**New York State Education Department**  
Adult Career & Continuing Education  
Services  
89 Washington Ave.  
Albany, NY 12234  
[www.nysed.gov](http://www.nysed.gov)

**New York State Office of Children & Family Services**  
New York State Commission for the Blind  
52 Washington Street  
Rensselaer, NY 12144  
[www.ocfs.ny.gov/main/cb/](http://www.ocfs.ny.gov/main/cb/)

**New York State Office of Temporary and Disability Assistance**  
40 North Pearl Street  
Albany, NY 12243  
[www.otda.ny.gov](http://www.otda.ny.gov)

**New York State Office for the Aging**  
2 Empire State Plaza  
Albany, NY 12223  
[www.aging.ny.gov](http://www.aging.ny.gov)

## **Workforce Development System Technical Advisory #19-1 March 01, 2019**

**To:** Workforce Development Community

**SUBJECT:** Release of Information between Workforce Innovation and Opportunity Act (WIOA) Partner Programs

### **PURPOSE**

Provide WIOA partner programs with a universal release form to be used when sharing participant information.

This Technical Advisory was developed collaboratively by the Workforce Innovation and Opportunity Act (WIOA) Interagency Team, which includes the NYS Department of Labor (DOL), the NYS Education Department's (NYSED) Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) and Adult Education offices, the NYS Office of Children and Family Services/NYS Commission for the Blind (OCFS/NYSCB), the NYS Office of Temporary and Disability Assistance (OTDA), and the NYS Office for the Aging (NYSOFA).

### **POLICY**

When serving shared participants, WIOA partner staff must get written participant consent prior to sharing participant information with other partner programs.

### **ACTION**

During the provision of WIOA services, it is common for a partner program to find a participant may benefit from a program provided by another WIOA partner agency and make a referral. Local staff must utilize the state-developed Release of Information form (**Attachment A: WIOA Interagency Release of Information Form**) when seeking to obtain consent to share participant information with another WIOA partner(s). Subsequent releases for additional information may be necessary after the participant has been referred to another WIOA partner agency.

Local staff must fully explain to participants all the information on the referral form.

**Attachment B: Instructions for Completing the WIOA Interagency Release of Information Form** provides a bulleted list for staff to use during their explanation.

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After the participants complete **Attachment A: WIOA Interagency Release of Information Form**, local staff must keep the original copy of the release form on file, give one copy to the participant in their preferred format, and share a copy with the partner program(s).

#### REFERENCES

WIOA §134(a)(3)(A)(v)

Privacy Act of 1974: <https://www.justice.gov/opcl/privacy-act-1974>

#### INQUIRIES

Please direct any inquiries to: [DEWS.ReEmploy@labor.ny.gov](mailto:DEWS.ReEmploy@labor.ny.gov)

#### ATTACHMENTS

- A. WIOA Interagency Release of Information Form
- B. Instructions for Completing the WIOA Interagency Release of Information Form