
From: DCF BWF Work Programs Help Desk <BWFWorkProgramsHD@wisconsin.gov>

Sent: Monday, November 29, 2021 3:33 PM

To: DCF DL DFES BWF W-2 REGIONAL STAFF <DCFDLDFESBFW-2REGIONALSTAFF@wisconsin.gov>; DCF DL DFES BWF W-2 Agency Directors <DCFDLDFESBFW2AgencyDirectors@wisconsin.gov>; DCF DL DFES BWF W-2 Agency CARES Coordinators <DCFDLW-2AgencyCARESCoordinators@wisconsin.gov>

Subject: Sharing LIFE Referral Information with Referral Agencies

Good Afternoon,

This is a reminder that due to LIFE applicant confidentiality, a Release of Information (ROI) form is needed to share the status of a LIFE application with referral agencies.

Exchange of information between the W-2 agency and the referral agency regarding the status of a LIFE program application must be documented on a form signed by the applicant authorizing disclosure of confidential information. The form may be:

1. A [ROI form](#) provided by the W-2 agency, or
2. A form provided by the referral agency which the applicant provides to the W-2 agency.

On the ROI, the applicant may specify the extent of information they wish to be shared between the W-2 agency and the referral agency.

As a reminder, information regarding LIFE program confidentiality can be found in the [LIFE Program and Policy Guide](#), Section 4.5 and 4.6.

This email will be posted to the [BWF Work Programs Help Desk Home Page](#).