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.