

111—13.8(17A,22) Notice to suppliers of information. When the agency requests provision of information by a client or any other person, the agency shall inform the person of the following:

1. The authority under which the information is collected;
2. The principal purposes for which the information will be used or released;
3. What persons outside the agency might routinely have access to the information;
4. Which parts of the requested information are required and which are optional, and the consequences of failing to provide the information requested; and
5. The situations in which completing an “Authorization for release of information” form is or is not required before releasing information.

13.8(1) Persons who are unable to communicate in English or who rely on special modes of communication shall be provided explanations through methods they can understand.

13.8(2) This information shall be provided to each client for agency services as a part of the application process.