

**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.