

August 19, 2003

NEMO WIB Issuance #01-03

To: All Program Operators

From: Sharon Hays, Executive Director

Subject: Oath of Confidentiality for WIA and TA Programs

1. Purpose: To provide policy and guidance on an Oath of Confidentiality for Workforce Investment Act and Temporary Assistance Programs.
2. Substance: An agreement exists between the Department of Social Services' Family Support Division and the Department of Economic Development's Division of Workforce Development for the provision of services to Temporary Assistance (TA) recipients require that all customer information remain confidential.

All DED and DWD staff, both at the state and local level who have access to TA customer information, are required to sign a confidentiality oath similar to the one attached. In turn, DWD has required that each Workforce Investment Board (WIB) have a confidentiality policy in place that will cover all WIB staff and WIB sub-contractor staff who have access to TA participant information.

Therefore all staff with access to WIA and/or TA participant information shall be required to complete and sign the attached Oath of Confidentiality form, including the signature of a witness, and place the signed document in the individual's personnel file.

3. Action: This issuance is affective immediately upon receipt and applies to both new hires and current employees.
4. Contact: If you have any questions regarding this issuance, please contact Linda Studer at (660) 327-5125.

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Sharon Hays  
Executive Director