



Michigan Department of  
**Career Development**

Dr. Barbara Bolin, Director

Office of Workforce Development

201 N. Washington Square • Victor Office Center • 5th Floor • Lansing, Michigan 48913 • Phone: (517)335-5858 • Fax: (517)335-5945

**Official**

E-Mailed to MWAs 5/9/00 (kk)

**Michigan Department of Career Development (MDCD)**  
**Office of Workforce Development (OWD)**  
**Policy Issuance (PI): 00-29**  
**Index: V**

**Date:** May 9, 2000

**To:** Michigan Works! Agency (MWA) Directors

**Subject:** Temporary Assistance for Needy Families Recipients and Confidentiality

**Programs Affected:** Work First and Work First (Welfare to Work [WtW])

**Purpose:** To transmit OWD policy regarding issues of confidentiality with the Family Independence Agency (FIA)

**Rescissions:** None

**Background:** There have been inquiries from the MWAs about confidentiality guidelines they must maintain for their Family Independence Program (FIP), Non-Cash Recipient (NCR), and Non-Custodial Parent (NCP) clients. Reviews of federal and state rules, plus discussions between the FIA and the MDCD, have taken place in order to clarify the MWAs' responsibilities on the issue of confidentiality.

**Policy:** The privacy of individuals must be safeguarded, and the MWAs may not release any information related to individual FIP, NCR, or NCP participants in the program. A client, however, may consent to a release of information upon signing a release of information form. The MWAs are also allowed to release aggregate data about program participants. Aggregate data includes the total number of participants employed full-time, number of people enrolled in allowable activities, etc. The MWAs must adhere to this policy when administering their Work First and Work First (WtW) Programs.

**Action:** MWA officials shall comply with the provisions outlined in this policy.

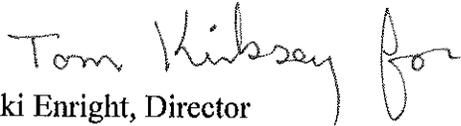
**Inquiries**

Questions regarding this PI should be directed to your Work First or Work First (WtW) State Coordinator.

In accordance with the Americans With Disabilities Act, the information contained in this PI will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

**Expiration**

**Date:** Continuing



Vicki Enright, Director  
Office of Workforce Development

VE:DK:kk