

1425.10.10 RELEASE OF INFORMATION TO THIRD PARTIES

Unless permitted in one of the following sections, the release of agency information requires a statement signed by the applicant/recipient, authorizing the local office to release the information to the requesting agency or individual.⁷ This written authorization must specify the scope of information the Local Office is authorized to release, the specific agency or individual to whom the information is to be released, and the period of time for which information is to be released. **The AUTHORIZATION FOR DISCLOSURE OF PERSONAL AND HEALTH INFORMATION form (State Form 54621) should be used to ensure all of the needed information is provided and that the parties are aware of their rights and responsibilities under the agreement.** Authorizations should be preserved in the case file.

⁷ 42 CFR 431.306