

WorkSource Information Notice (WIN)

Workforce & Career Development Division

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Number: WIN – 0027 Change 2

Date: April 17, 2013

Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Amy L. Smith, Director

SUBJECT: WIA001 Report and Disallowed Use of UI GUIDE Screen Prints

Purpose:

To introduce the updated *WIA001 – For WIA Eligibility and Claims Data* report, including the availability of new procedures and a new desk aid to reflect the updates to the report.

Action Required:

Workforce Development Councils (WDCs) and their contractors, as well as Employment Security Regional Directors, should distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with the content and requirements. For specific instructions on how to obtain a WIA001 report, along with current versions of all relevant forms, staff should refer to: http://www.wa.gov/esd/1stop/policies/wia001_report.htm.

Pursuant to the Unemployment Insurance Advisory: Notice of Discontinuance, effective July 15, 2011, local procedures must be modified, as appropriate, to comply with this advisory and immediately discontinue the use of UI GUIDE screen prints for ANY purpose, including but not limited to the determination of WIA program eligibility. UI GUIDE screen prints may be replaced with the WIA001 report. This report must be accompanied by the appropriate release, signed by the individual claimant, if the report is filed in the participant record.

Content:

Right of Privacy and Confidentiality:

RCW 50.13 defines a right of privacy and confidentiality in regards to individual and other records maintained by the Employment Security Department (ESD). This state statute is designed to protect an individual's right of privacy in relation to the state's Open Government Act. In addition, UI GUIDE screen prints often contain information obtained from other sources (e.g. DSHS & the Social Security Administration), of which ESD cannot disclose without specific authorization to do so.

Under federal law, individual claimants must be provided with the opportunity to make informed

decisions about the release of their personal information. Disclosure of information not directly related to the determination of an individual's eligibility for the WIA program may violate the provisions of federal law pertaining to informed consent (UIPL 19-22 Section 4b – Informed Consent).

Disallowed Use of Unemployment Claim Screen Prints:

WorkSource partners cannot use UI GUIDE screen prints to determine program eligibility. UI GUIDE screen prints must not be maintained in any WorkSource customer file. The WIA001 report may be used to replace UI GUIDE screen prints if accompanied by the appropriate signed release. If a participant cannot be located for the purposes of obtaining a signed Authorization for Release of UI Data form, please contact the WorkSource Standards and Integration Division.

The WIA001 Report:

In an effort to ensure compliance with federal requirements and state statute, ESD created a report specifically designed to protect confidential claim information, limit disclosure to basic unemployment benefit information provided upon request and eliminate the use of UI GUIDE screen prints. This report, known as the *WIA 001 – For WIA Eligibility and Claims Data*, is available through WorkSource Centers across the state. This report was the result of a joint effort between the WorkSource Standards and Integration Division, Unemployment Insurance Division, the Employment Career Development Division and local WorkSource partner representatives.

The WIA 001 report will continue to be reviewed periodically by ESD to ensure it contains information necessary to carry out eligibility determinations. Specific instructions on how to obtain a WIA001 report, along with current versions of all relevant forms, can be found at:

http://www.wa.gov/esd/1stop/policies/wia001_report.htm

For any other claimant information needs, WorkSource partners should contact ESD's Records Disclosure Unit.

References:

- [RCW 50.13 Records and information — privacy and confidentiality](#)
- 20 CFR 603 - Confidentiality and Disclosure Requirements
- UIPL 19-12 Section 4b – Informed Consent
- http://www.wa.gov/esd/1stop/policies/wia001_report.htm

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

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