Date Issued: October 1, 2012

From: Kate Probert Fagundes - MFIP/DWP Employment Services Division Manager

Subject: Policy regarding emailing and texting to MFIP-Employment Services (ES) participants

Pertaining to: Contracted Ramsey County MFIP-ES Providers and County-Operated Programs

Background: Workforce Solutions (WFS) is responding to ES need for a uniform process of communicating with participants via emailing and texting.

Purpose: To notify all contracted and internal Ramsey County MFIP-ES staff of the WFS policy they must follow when communicating with participants via email or texting.

Guidelines:
Before communicating with a participant via email or text, MFIP-ES staff MUST do the following:

- Obtain a signed Authorization to Communicate Through E-mail and Texting form from the participant.
- Verbally review the entire form and explain to the participant that the participant’s signature authorizes you to email or text only the types of information specified in the Authorization.
- Place the signed Authorization in the participant's file and give the participant a copy.

After the above steps are completed, the MFIP-ES staff may share information ONLY about the following with participants via email or texting:

- Job leads
- Job fairs
- Upcoming trainings and events
- Upcoming focus groups
- Marketing and advertising materials related to employment and job training opportunities

Note: Never email or text any information that may identify the case or individual, e.g., MAXIS data, case number, social security number.

Required Action: All contracted Ramsey County MFIP ES and internal teams will communicate this information to their respective MFIP-ES staff.

Effective Date: October 1, 2012

Contact Person: Your Agency’s Lead Planner
Authorization to Communicate Through E-mail and Texting

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I authorize (Agency Name) _______________________________ and its staff to communicate with me through the above e-mail address or Texting number regarding MFIP-ES services it is providing to me but only to provide the following information:

- Job leads
- Job fairs
- Upcoming trainings and events
- Upcoming focus groups
- Marketing and advertising materials related to employment and job training opportunities

I understand that private data about me may be transmitted via e-mail or texting. I accept the risk that the data may be accessed by someone other than me.

This authorization remains in effect until I notify (Agency Name) _______________________________ in writing that the authorization is revoked. This authorization may be revoked by me at any time.

I further agree that (Agency Name) _______________________________ is not liable for any damages or losses I may incur as a result of interception by a third party of an e-mail or text-message sent by (Agency Name) _______________________________ pursuant to this authorization.

This authorization is not valid unless signed and dated below.

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<th>Your signature</th>
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Return this signed completed form immediately to the agency representative who requested it.