



**CONSENT TO SHARE  
WAGE &  
EMPLOYMENT INFORMATION**

**Please read. If you need help with or do not understand this form, please contact a staff person.**

I agree that the Minnesota Department of Employment and Economic Development (DEED) may release information on my wages and employment contained on the state’s Wage Detail Files to the Northwest Private Industry Council (NWPIC).

I understand that this is private information and my decision to refuse consent to share this information will not have an affect on my participation in the program.

I understand that the Northwest Private Industry Council will use this information ONLY for the following purposes:

1. Preparing required reports;
2. Auditing \_\_\_\_\_ or the Northwest Private Industry Council/DEED. (Program Name)
3. Reviewing my eligibility for the Northwest Private Industry Council/DEED employment and training program; and/or
4. Learning how well the \_\_\_\_\_ program is helping people like me. (Program Name)

I understand that Minnesota state law does not allow the NWPIC to use this information for any other purpose.

This information may not be shared by the NWPIC/DEED without my consent.

This consent goes into effect today. This approval expires after three years from the time I leave \_\_\_\_\_ (Program Name).

I may cancel this consent in writing at anytime.

\_\_\_\_\_ Yes, I agree to the sharing of wage and employment information.

\_\_\_\_\_ No, I do not agree to the sharing of wage and employment information.

\_\_\_\_\_  
Participant’s Name (print or type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant’s Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Parent/Guardian Signature (if applicable)

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Please complete the **Wage Detail** field in Workforce One. Enter a “Y” – Yes or “N” – No as indication by the checked box above consenting to share their wage and employment information.  
**NOTE: The Participant may cancel this authorization of consent at anytime with a written request.**

## **Introduction**

The “Consent to Share Wage and Employment Information” form is a new addition to the Manual. The intent of this form is to assure that we have permission to match the participant’s wage records at the time of placement with the Wage Detail information that is housed in the Data Warehouse. This form is to be used in conjunction with the “Use of Data Statement” and other required paperwork to enroll a participant into a specific program.

**NOTE:** If the State of Minnesota’s Department of Employment & Economic Development (DEED) provides data entry services, photocopies of all documents (“Use of Data Statement”, “Consent to Share Wage and Employment Information”) must accompany the appropriate application and status change forms, along with any other related documents.

**NOTE:** If you customize the form to include your “agency” and/or “program names, please be sure that all appropriate blanks have been completed.

## **Instructions:**

1. Have the participant carefully read and complete the “Consent to Share Wage and Employment Information” form during the first meeting while obtaining basic information regarding his/her program eligibility.
2. Ensure that either the “yes” or “no” box has been checked and enter this information appropriately into Workforce One.
3. Ensure that the participant’s name is typed or printed above their signature; the participant and/or participant’s parent or legal guardian is signed and dated.
4. The signed original document becomes part of the participant’s file and a photocopy is provided to the participant. If necessary, the document is available upon request.
5. If a participant changes his/her consent option as indicated in item #4 above, the written request cancels the previous consent option and the system records need to be updated. This written request becomes part of the participant’s file.

**NOTE:** If DEED provides your data entry, you **MUST** send DEED a photocopy of the signed consent form or written cancellation request and update to the system’s information.