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To: Stanton, Cherylstanton@dew.sc.gov

Date: 1/11/2016 4:25:48 PM

Subject: Constituent services authorization form for DEW

Attachments: 2016 DEW CS Authorization Form.docx

Dear Members of the General Assembly,

We here at DEW hope this email finds you all doing well. With session convening tomorrow, January 12, 2016, I wanted to take a quick moment to remind you and your staff that when requesting confidential unemployment insurance (UI) information concerning constituent service matters, informed consent from the constituent is required pursuant to the federal regulations governing the confidentiality of UI data (20 C.F.R. § 603.5).

For your convenience, please find the attached authorization form for your constituent's informed consent and signature. A completed form will then permit DEW staff to disclose and/or discuss confidential UI matters with you and your staff. Please let me know if you have any questions or concerns.

As always, thank you for all you do for your constituents and our beloved Palmetto State.

Sincerely,
Sally



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