



Cortland County Community Action Program, Inc. (CAPCO)

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Head Start ❖ Early Head Start ❖ Energy Services ❖ WIC ❖ Consumer Directed Personal Assistance ❖ Family Development

CONFIDENTIALITY STATEMENT – 2017 WIC APPLICANT, PARTICIPANT, AND VENDOR INFORMATION

Federal Regulations §246.26 indicate that “Confidential applicant, participant, and vendor information is any information about an applicant, participant, or vendor, whether it is obtained from the applicant, participant, vendor, another source, or generated as a result of WIC application, vendor application, or participation, that individually identifies an applicant, participant, and/or family member(s), or vendors (except vendor: name, address, telephone number, website/email address, store type, and authorization status). Except as otherwise permitted, the State agency must restrict the use and disclosure of confidential applicant, participant, and vendor information to persons directly connected with the administration and enforcement of the WIC Program whom the State agency determines have a need to know the information for WIC Program purposes.”

Federal regulations allow the disclosure of confidential applicant and participant information in cases of known or suspected child abuse or neglect.

Federal regulations allow the disclosure of confidential applicant, participant, or vendor information pursuant to a valid subpoena or search warrant in accordance with specific procedures.

The Freedom of Information Law (FOIL) prohibits the release of information if the release would constitute an unwarranted invasion of personal privacy. New York State’s Personal Privacy Protection Law is also applicable.

HANDLING OF WIC PARTICIPANT AND VENDOR INFORMATION

Ethical and legal considerations require that the names of WIC Program applicants, participants and vendors, and all data collected from them, be treated as confidential at all times. This may include medical, financial and personal information. An assurance of confidentiality is given to all participants and vendors. By signing this attestation, you agree to uphold this assurance by not discussing participant or vendor information with anyone other than authorized WIC Program employees, unless disclosure is specifically authorized by law or regulation. You must safeguard all materials pertaining to WIC Program applicants, participants and vendors.

EMPLOYEE AGREEMENT

I have carefully read and understand the confidentiality statement pertaining to all WIC applicant, WIC participant, and WIC vendor information. I also understand that I am prohibited by law and regulation from disclosing any such confidential information for purposes other than program administration, unless disclosure is specifically authorized by law or regulation, without permission of the State WIC Director.

Name *(please print)*

Signature

Date