



Jeb Bush  
Governor  
Susan Pareigis  
Director

MEMORANDUM

**DATE:** September 2, 2005

**TO:** Regional Workforce Board Executive Directors

**FROM:** Susan Simpler, Deputy Director for Workforce Services

**SUBJECT:** Confidentiality of Unemployment Insurance Data at Department of Veterans' Affairs Vocational Rehabilitation and Employment Centers

A Memorandum of Understanding with the U.S. Department of Veterans' Affairs (VA) Vocational Rehabilitation and Employment (VR&E) Centers recently became operational for the purpose of identifying the roles and responsibilities of the respective partners and the correlating provision of services to disabled veterans participating in VR&E retraining/rehabilitation programs.

In order to report on positive outcomes for these participants, i.e. placements, obtained employments, and entered employments, it is important that VR&E DVOP staff have access to employer verification information on disabled veterans who have received VR&E and other workforce services, which is necessary prior to taking legitimate credit for outcomes as a result of the receipt of these services. In addition to information retrieved via follow-up, this would include, if necessary, confidential information obtained from the Unemployment Insurance (UI) system.

The UI system would only be used to track program participants with whom contact has been lost in order to update and close their case. Although VR&E DVOP staff would not have direct access to the UI system, they may have access to confidential UI information provided by the local One-Stop DVOP/LVER staff. Confidential UI information obtained for the above goal will only be used to the extent necessary to assist in the valid administrative needs of the AWI Veterans' Program, which includes the VR&E Program. Florida Statutes 443.171(5) and 443.1715 prohibit disclosure of unemployment information except as authorized by law.

All UI information that identifies an employer or individual is confidential and must be stored in a place physically secure from access by unauthorized persons. UI information in electronic format must be stored and processed in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal or other means. Only authorized personnel will be

**Agency for Workforce Innovation**

The Caldwell Building, • 107 East Madison Street • Tallahassee • Florida 32399  
Phone 850-245-7105 • Fax 850-921-3223 • (TTY/TDD 1-800-955-8771 – Voice 1-800-955-8770)

For more information go to [www.myflorida.com](http://www.myflorida.com)

given access to on-line UI files. All DVOP/LVER staff with access to UI data should receive instructions regarding the confidential nature of the information, the requirements of the Agreement, this memorandum, and the sanctions specified in State unemployment compensation laws against unauthorized disclosure of information.

In order to ensure the integrity and security of UI data relative to the VR&E Program when verifying employment of VR&E participants, the following processes should be followed:

- VR&E DVOP would submit a locally developed employer verification form with the VR&E participant's name and social security number to the local One-Stop DVOP/LVER staff to verify employment status, including name of employer.
- One-Stop DVOP/LVER staff would access the UI system (BD01/BH10 Screens) for wage verification and the UTG8 screen for employer information. The UTG8 screen would be utilized to look up employers to obtain addresses and phone numbers so employment/wage information can be verified by phone or using an employment verification form.
- One-Stop DVOP/LVER staff will provide the completed employer verification form to the VR&E DVOP staff.
- After receiving the employer verification form, the VR&E DVOP would take the necessary outcome credit (placement, obtained employment, entered employment), if applicable, and close (inactivate) the case within their system.

Please note that the above employer and wage verification data should not be shared with the individual participant.

If you have any questions or need additional information, please contact Mitch Collier at (850) 245-7451 or Shawn Forehand at (850) 245-7424.

SS/omc

cc: Mike Switzer  
Barbara Griffin  
Tom Clendenning  
Lois Scott  
Mitch Collier  
Shawn Forehand