



STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL

Claudette J. Beaulieu, Deputy Commissioner

June 1, 2010
Effective Date

POLICY TRANSMITTAL NO.: UP -10-04

SUBJECT: The following sections of the Uniform Policy Manual have been amended to reflect changes to the Food Stamp program name and to reflect changes in those conditions under which DSS may release or disclose case record information.

UPM 1020.10 amends the factors under which DSS releases information from an assistance unit's case record.

UPM 1020.10 A(6)(a) changes the program name from Food Stamps to SNAP.

UPM 1020.10 G(3)(b) revises policy regarding the disclosure of information on cases expected to result in criminal or civil proceedings. In the amended UPM, the department does not disclose information in the assistance unit's case record to the unit if the information contains:

- a) the names of individuals who have disclosed information about the assistance unit without the unit's knowledge; or
b) the information compiled in reasonable expectation of, or for use in, a civil or criminal proceeding; or
c) medical, psychiatric, or psychological data concerning the unit and the Department determines that disclosure would be detrimental to the unit.

INSTRUCTIONS FOR UPDATING THE UPM:

Remove and Recycle

Insert

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DISPOSITION: This policy transmittal may be recycled once the UPM has been updated.

DISTRIBUTION: UPM List

RESPONSIBLE UNIT: Fraud and Recoveries, 860-424-5431

Date issued: June 1, 2010

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
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Date: 6/1/10

Transmittal: UP-10-04

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Section:
Rights and Responsibilities

Type:
POLICY

Chapter:
Disclosure of Information

Program: AFDC
AABD
MA

Subject:
Releasing Information

[FS]
SNAP

1020.10 A. When Information is Released (continued)

6. The Department is required to provide any Federal, State, or local law enforcement officer with the address, social security number and the photograph (if available) of any household member of a [Food Stamp] SNAP assistance unit under certain conditions. These conditions are:

a. The [Food Stamp] SNAP assistance unit member:

- 1) must be fleeing to avoid prosecution, custody [,] or confinement for a crime or attempt to commit a crime that is a felony; [or]
- 2) must be in violation of probation or parole imposed under Federal or State law; or
- 3) must have information that is necessary for the officer to conduct an official inquiry related to [numbers a. 1 or a. 2.] subsection A.6.a.1 or A.6.a.2 of this section.

b. The law enforcement officer must have as his or her official duty the location or apprehension of the member and be exercising his request for information pursuant to that official duty.

B. Release to Governmental Agencies

The Department does not disclose any information identifying the assistance unit by name or address to any federal, state or local committee or legislative body other than for purposes described in [paragraph A.] subsection A of this section.

C. Standards of Confidentiality for Those Who Receive Information

The Department releases information concerning the assistance unit only to persons or agency representatives who protect the assistance unit's confidentiality using the same standards of confidentiality as the Department.

D. Department Explains Confidentiality Policy

The Department informs the person or agency representative to whom information is disclosed of the Department's policy concerning confidentiality, including that the information released must be kept confidential to the same extent as the Department does.

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Date: 4-1-87

Transmittal: UP-96-17

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Section:

Rights and Responsibilities

Type:

POLICY

Chapter:

Disclosure of Information

Program:

AFDC

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MA

Subject:

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[FS]

SNAP

1020.10 E. Consent from Assistance Unit

1. The Department obtains permission from the assistance unit, whenever possible, before disclosing information to an outside source. In an emergency situation, if the Department does not have time to obtain the unit's consent, the Department notifies the unit immediately after disclosing the information.
2. Situations in which consent from the assistance unit is not necessary include, but are not limited to:
 - a. investigations of alleged fraud; and
 - b. verifications obtained under the [Income Verification Eligibility System] Income Eligibility Verification System (IEVS).

F. Court Cases

If a court issues a subpoena for a case record or for a Department representative to testify concerning the assistance unit, the Department informs the court of state and federal law and Departmental policy restricting the disclosure of information. If the court still insists on disclosure, the Department complies.

G. Examination of Case Record by the Assistance Unit

1. The Department allows the assistance unit or its authorized or legal representative an adequate time to examine the unit's case record prior to and during a scheduled Fair Hearing.
2. Subject to the restrictions described below, the Department discloses information contained in the assistance unit's case record to the unit or unit's authorized or legal representative at any time during normal work hours if the unit requests disclosure in writing. If the person making the request is not a member of the assistance unit, the person must have written permission from the unit to obtain disclosure.

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Section: Rights and Responsibilities	Type: POLICY
Chapter: Disclosure of Information	Program: AFDC AABD MA [FS] <u>SNAP</u>
Subject: Releasing Information	

1020.10 G. Examination of Case Record by the Assistance Unit (continued)

3. The Department does not disclose confidential information in the assistance unit's case record to the unit if the information contains:
 - a. the names of individuals who have disclosed information about the assistance unit without the unit's knowledge; [or]
 - b. [the nature or status of a pending criminal prosecution;]information compiled in reasonable expectation of, or for use in, a civil or criminal proceeding; or
 - c. medical, psychiatric[,] or psychological data concerning the unit and the Department determines that disclosure would be detrimental to the unit.
4. If the Department decides not to disclose information contained in the assistance unit's case record to the unit, the Department informs the unit of its right to appeal this decision to the Superior Court within 30 days of the decision.
5. If the Department initially decides not to disclose medical, psychiatric[,] or psychological data concerning the assistance unit to the unit because of a determination that disclosure would be detrimental to the unit, the Department revises this decision under the following conditions:
 - a. the unit requests in writing that a qualified medical doctor review the data to determine whether disclosure is appropriate; and
 - b. the unit's personal doctor recommends disclosure of the [.] information contained in its case record if the unit feels the information is incorrect (Cross reference: 1015).