

**6A-25.012 Confidentiality and Release of Consumer Information/Records.**

(1) Request for Case Record Amendment.

(a) The division shall accept additional information for inclusion in the case record to the extent it determines such information to be material to providing or not providing rehabilitation services to the applicant or individual.

(b) Any such additional information shall be identified as produced by the applicant or individual.

(c) The division shall not alter the existing case record in any other way.

(2) Information that may be harmful to the applicant or individual may not be released directly to him or her, but instead must be provided through a designated representative, physician or a licensed psychologist. HIV/AIDS tests and any related information shall not be released unless release is specifically requested by the applicant/individual or his or her guardian (if the individual is incompetent). The release of HIV/AIDS information to the applicant or individual or the applicant's or individual's guardian must be made in a face-to-face meeting during which the division is prepared to offer counseling to the applicant or individual (and guardian, if appropriate) regarding such information. All references to HIV/AIDS information in case file documents must be stricken unless the foregoing conditions are met. HIV information shall not be released without the individual's written consent except to a medical provider who will be performing services that would put such provider at risk of contracting HIV/AIDS from the individual.

(3) Upon the submission of a signed request Form DOE/VR-VCMT066, (DOS link)(effective June 2024) adopted herein by reference, by written request of the applicant or individual, the division may release the same information to third parties that it could release to the applicant or individual or the applicant's or individual's representative. HIV/AIDS information shall not be released unless such release is specifically requested in writing by the applicant or individual or the applicant's or individual's representative.

(4) The division may destroy an individual's closed case records in accordance with the Department of State, Division of Library and Information Services Schedule GS1-SL.

*Rulemaking Authority 413.22, 1001.02 FS. Law Implemented 413.24, 413.28, 413.30, 413.341 FS. History—New 5-14-12,*



# Individual's Waiver of Statutory Confidentiality Rights

The undersigned Individual or guardian/representative of the Individual hereby WAIVES his/her confidentiality rights pursuant to Section 413.341, Florida Statutes, to the extent required to permit the Division of Vocational Rehabilitation (VR) to release information pertaining to the Individual and/or release a copy of the Individual's records, as defined in such statute, and/or testify thereon, and/or allow the below-referenced person or entity to discuss the Individual's case with VR personnel. The Individual or guardian/representative wishes to designate the below-identified person or entity to receive records and information.

By checking this box, I specifically authorize VR to also release any information from my file related to HIV/AIDS.

## RECIPIENT OF INFORMATION/RECORDS

\_\_\_\_\_  
Name of the Individual or Entity to whom Information or records is to be released.

\_\_\_\_\_  
Street Address, City, State, and Zip Code

## VR CUSTOMER INFORMATION

\_\_\_\_\_  
Customer's Name (Print)

\_\_\_\_\_  
Customer Social Security Number  
(Last 4 digits)

\_\_\_\_\_  
Customer's or Guardian/Representative Signature

\_\_\_\_\_  
Date

**LIMITATIONS:** Individual's Social Security/Case Number is herein provided for identification only and shall not be further disclosed.

**EXPIRATION:** This WAIVER will automatically expire after case closure unless another date is specified below or a revocation is provided.

By checking this box, I am selecting an alternate expiration date for the expiration of this waiver as indicated below.

Expiration DATE: \_\_\_\_\_

**NOTE:** The above WAIVER pertains solely to records generated or paid for by VR. This WAIVER shall authorize VR to release the name(s) and address(es) of any third party(ies) who, solely as a courtesy, supplied their records to the VR. Such information, if desired, should be requested directly from such third party(ies). See 34 CFR § 361.38 (c)(3).