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| Logo: Texas Workforce Solutions. | **Vocational Rehabilitation Division****Texas Workforce Commission****Permission to Collect and Notice to Disclose- Mutually Served Medicaid Waiver and VR Customers** |

# VR5062 Instructions

## Purpose

TWC-VR is required to produce a report for Texas Health and Human Services (HHS) on certain mutually served Medicaid waiver and VR customers due to the passage of Senate Bill 50 in the 87th Texas Legislative Session. The purpose of the VR5062 is to document a customer’s agreement to exchange information with HHS. The VR5062 is filled out, signed, and dated by the customer, parent, guardian, or representative via SARA. The completed VR5062 is kept in the customer’s virtual case file for the life of the case. If the customer refuses to sign, a data exchange with HHS will not occur.

## When to Use the VR5062

VR staff complete this form when it is identified that the customer is in a Medicaid waiver program including:

* Home and Community-based Services (HCS)
* Texas Home Living (TxHmL)
* Community Living Assistance and Supports Services (CLASS)
* Deaf Blind with Multiple Disabilities (DBMD)
* STAR+PLUS Home and Community Based Services (HCBS)

## Pre-Filled Data

The form has been pre-filled with as much data as possible to complete the data exchange.

## Instructions

1. List the customer’s name, date of birth, case ID, and phone number.
2. Explain the purpose for disclosure, as pre-filled on the form. If there is another purpose to disclose, select Other and describe the purpose.
3. The next section explains that TWC-VR is authorized to exchange information with HHS and lists the contact information for HHS.
4. This next section explains the requested information about treatment or attendance covers any periods of time relevant to Customer’s receipt of service(s) until revoked or expired.
5. The Information Subject to Disclosure section is pre-filled for program participation records for Medicaid waiver customers. If there is other information to disclose, check Other and describe the information.
6. VRC reviews with the customer the Acknowledgement of Notice section prior to signing. This includes informing the customer that TWC-VR may need to disclose personal information, such as name, DOB, and SSN to HHS in the data exchange.
7. Complete the signature section, as applicable.