

INSTRUCTIONS FOR RELEASE FORMS

Please explain to the person signing the releases that the purpose of the two releases is to allow ACS and/ or the Department of Social Services to discuss their application for HUSKY with you. There are two forms, one for ACS and one for DSS. After final decision on the application, the permission will end. Please also inform the family that they can let ACS and/ or the Department of Social Services know at any time that they no longer want them to release information to you.

For the ACS form, fill in the applicant's name, your name or the name of your organization in the two places indicated, and have the applicant sign and date the release. (If you use your name rather than the name of your agency or organization, ACS will only speak to you and not other staff members of your organization.)

If you calling ACS about the status of the application call: 1-800-656-6684 (telephone) and 860-674-5948 (fax).

If you need to contact the Department of Social Services and know the name of the worker at DSS who is handling the application, contact that individual and ask for the fax number. If you do not know the name of the worker, contact the main number at the DSS office for your area and ask for assistance in locating the worker and the fax number. DSS office numbers can be found in the appendix of *Covering Connecticut's Kids and Families' HUSKY Eligibility Manual*.