

FINANCIAL ASSISTANCE RECORDS REQUEST FORM

Please write neatly & provide as much information below as possible, to the degree that you are comfortable and know the information, so that we can do the most comprehensive search for records on your behalf and respond to you in a timely manner. Thank you.

Name: _____ FOIA #: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell#: _____ Email: _____

Maiden Name/
Other Names: _____

Social Security #: _____ Date of Birth: _____

Specific Information Needed:

Verification of Eligibility Benefits - Medicaid SNAP Other _____

Other, please explain in detail: _____

Self-Request Request by a 3rd party regarding: _____

NOTE: Will require a signed Release of Information be provided.

For Eligibility Requests – Please include information regarding the individuals related to this request:

Name: _____ DOB: _____ SSN: _____ Relationship: _____

Preferred Way Pick up at Witchduck Annex (CQI) Certified Mail

To Receive Records Email via an encrypted email program Email (I have been advised of the risks of regular email and accept the risk.)

Fax _____ ATTN: _____

*** I understand I must submit a picture ID to be attached to this request in order for information to be released. If I have any questions, I may call (757) 385-0642.

Signature of Citizen Making Request

Date



VIRGINIA BEACH HUMAN SERVICES REQUEST FOR FINANCIAL ASSISTANCE RECORDS

In order to help you with your request, you will need to do the following:

1. Complete the Financial Assistance Records Request Form attached to this letter
2. Make a copy of your picture ID
3. Return the completed FAD Request Form and copy of your picture ID to the CQI Office – Fax, email (dhsfoia@vbgov.com) or mail– ATTN: FOIA Coordinator

Fax: (757) 473-2104

or

Mail:

Continuous Quality Improvement Division
256 N. Witchduck Road, Suite 2F
Virginia Beach, VA 23462

Confidentiality & What Gets Released:

Case Records may be released under the Government Data Collection and Dissemination Practices. Public Assistance (Eligibility) records are released according to federal and state laws.

What this means to you:

- You legally have the right to information about yourself or that you provided.
- Confidential information will be redacted or marked through so that it cannot be read.

Timeframe:

- We try to complete requests within 5 business / work days.
- Because of the number of requests we receive, and the staff time needed to review and redact records prior to release by marking through confidential information, we will require an additional 7 work days to complete your request, once we receive your completed FAD Request Form and copy of your picture ID (for a total of 12 work days).

Questions: Please call (757) 385-0642

Risks of Utilizing E-mail to Communicate Confidential Information

The following are some of the risks of using email communication:

- Your agreement with your internet service provider (ISP) most likely requires you to agree to allow the internet service provider (and often their agent) to monitor and read your email. Most ISP's also require that you agree to let them use and disclose the content of your emails. You have to sign these agreements with your ISP in order to receive internet service. ISP's can also copy messages that pass through their networks and store those emails on their servers.
- Emails can be illegally intercepted, altered or used by a third party (e.g. hackers) without your detection or your knowledge.
- Think of email as being similar to a postcard. It is open were anyone listening can see what is contained within the email with no traces left behind.
- Others (e.g. family members or roommates) that have access to your computer or your email accounts will be able to access your emails. This is a significant risk if your computer and email are not password protected.
- Computer malware that has been introduced to your computer (this can be done via an attachment to an email or at a website you have visited) can allow others to have access to your email without your knowledge.
- While we check to ensure we have the correct email address, you need to be aware that there is no guarantee than an email will not be sent to the wrong address. We can easily misaddress email, resulting in it being sent to unintended and unknown recipients. Please note: it is important to enter your email address onto the request form legibly.
- Email delivery is not guaranteed.
- Email can be immediately broadcast worldwide and be received by many unintended recipients.
- Email is easier to falsify than handwritten or signed documents.
- It is impossible to identify the true identity of the sender.
- Backup copies of email may exist even after the sender or the recipient has deleted his or her copy.
- Email can be used as evidence in court.
- If you are using an employer's computer to access your email, your employer has the right to archive and inspect emails transmitted through their systems.
- Contact HSD at dhsfoia@vbgov.com to set up a secure messaging address if you want to use email as a means of sending your report.