

**PERMISSION TO SHARE INFORMATION INSTRUCTIONS**

1. As part of the Application process all Applicant(s) must sign a release permitting the CAA and MaineHousing to provide information to and obtain information from the Maine Department of Health and Human Services, Maine Department of Labor, and the Social Security Administration, or other state, federal, and local government entities as needed to determine and confirm eligibility for MaineHousing programs and other programs administered by the CAA.
2. All Applicant(s) age 18 years or older are required to sign a Permission to Share Information form. The form allows more than one Applicant signature per form.
3. The intake worker will fill in:
  - a. CAA's (Agency) name, address, phone number, fax number and email.
  - b. Applicant's name.
  - c. Application Date and Application ID#
4. Have each Applicant age 18 years and older print their name and sign and date the form.
5. When the Applicant/Applicant(s) has parental rights or legal guardianship of a minor child(ren) living in the home, the signature of an adult Applicant on the Permission to Share Information form extends to the minor child(ren).
6. In cases where the Applicant/Applicant(s) do **not** have parental rights or legal guardianship of a minor child(ren) living in the home the Primary Applicant can:
  - a. Have the minor child(ren)'s parent or legal guardian sign a Permission to Share Information form that will allow the sharing of the minor child(ren) information; or
  - b. If the parent or legal guardian is unwilling to sign a Permission to Share Information form, the minor child(ren) will not be included as a Household member on the Application.