

Dear Student:

1. Why are we asking you to allow this school to collect and use your Social Security number?

Short answer: Pennsylvania needs it to meet federal reporting requirements necessary to receive federal funding for education and training programs.

Long answer: This school participates in government-funded programs, including one under the federal Workforce Innovation and Opportunity Act. For the school and Pennsylvania to receive federal funding, the state must meet U.S. Department of Labor (USDOL) performance measures and demonstrate that USDOL funds are being used to help people find jobs. One of the measures shows how many people, including students, got a job after receiving services and training. This is done by matching Social Security numbers against Pennsylvania's and other states' employer information to identify customers and former students who are working. The more people who find jobs after using PA CareerLink®, the more opportunity Pennsylvania has to continue receiving USDOL funding. Funding assures that Pennsylvania can keep providing services and training to job seekers. If we cannot use your Social Security number, we cannot include your success in the performance measures. If we cannot prove that PA CareerLink® is helping people find jobs, this school and Pennsylvania risk losing federal funding.

2. Will my Social Security number be kept confidential?

Short answer: Yes.

Long answer: The Pennsylvania Department of Labor & Industry compiles individual Social Security numbers into a confidential report. This report does not identify personal information. Your Social Security number is entered into the encrypted Commonwealth Workforce Development System database by the school's staff and stored in a password-protected file only accessible by authorized security personnel. The performance data is only displayed in a report format that contains no personally identifiable information.

Your consideration and cooperation in this matter is greatly appreciated.

Sincerely,



Ruben Pachay
Director