

ELECTRONIC NOTIFICATION AGREEMENT

CASE NAME	CASE NUMBER
COUNTY WORKER NAME	WORKER NUMBER

Q: *What are electronic notifications?* **A:** *Electronic notifications, or e-notifications, are email alerts that let you know there is correspondence to be viewed in your secure personal online account.*

- I agree to get all correspondence from the County Welfare Department (CWD) by e-notification, except notices regarding state hearings, which will be sent by US mail.
- I agree to read all e-notifications sent to my email account and to view the documents through my secure personal online account.
- I agree to check my email account on a regular basis (we recommend at least every three days) to make sure that I view time sensitive correspondence in a timely manner.
- I agree to keep the CWD informed if my email address changes by filling out a new Electronic Notification Agreement within ten days of the change.
- I understand that notices sent to my personal secure online account are considered received by me when the e-notification is received by my email, even if I do not read them.
- I understand that the CWD must give me a paper copy of any document posted in my secure personal online account, if I ask for one.
- I understand that the CWD will go back to sending me traditional paper correspondence if the e-notifications sent to my email could not be received by the email address I have provided.
- I understand that, I can stop getting e-notifications at any time and go back to getting notices and forms by US mail. To do so I only need to contact my CWD at _____ and inform them of my decision to change back to paper correspondence.

THE EMAIL ADDRESS I WISH TO USE FOR ELECTRONIC NOTIFICATIONS

ADDITIONAL EMAIL ADDRESS I WISH TO USE FOR ELECTRONIC NOTIFICATIONS

SIGNATURE (OR MARK) OF ADULT HOUSEHOLD MEMBER OR AUTHORIZED REPRESENTATIVE	DATE SIGNED
SIGNATURE (OR MARK) OF SPOUSE, REGISTERED DOMESTIC PARTNER, OR OTHER PARENT OF CASH AIDED CHILD(REN)	DATE SIGNED