

ELECTRONIC NOTIFICATION NOTICE

CASE NAME	CASE NUMBER
COUNTY WORKER NAME	WORKER NUMBER

This notice confirms your decision to get correspondence by electronic notification. If you did not want electronic notices, please call your County Welfare Department (CWD) at _____ immediately.

As part of the agreement to get electronic notifications you agreed:

- To get correspondence from the CWD by electronic notification. Only households that sign the Electronic Notification Agreement will receive alerts to view correspondence in their secure personal online account.
- To read all electronic notifications sent to your email account and to view the documents through your secure personal online account.
- To check your email account on a regular basis (we recommend at least every three days) to make sure that you read time sensitive correspondence in a timely manner.
- To keep the CWD informed if your email address changes by filling out a new Electronic Notification Agreement within ten days of the change.
- That notices sent to your personal secure online account are considered received by you when the e-notification is received by your email, even if you do not read them.
- That the CWD must give you a paper copy of any document posted in your secure personal online account, if you ask for one.
- That the CWD will switch back to traditional paper correspondence if the electronic notifications could not be received by the email address you have provided.
- That you can stop receiving electronic notifications at any time. To do so you only have to call the CWD and tell them of your decision to switch back to paper correspondence.