

# Le Sueur County Human Services – Child Support Emailing Consent Form

Complete and return  
this form only if you  
have not previously  
completed an email  
consent form

# CSdocs@lesueurcounty.gov

Le Sueur County Human Services – Child Support staff is able to receive/send documents with case participants (CP/NCP) via email with the following understanding:

**\*\*\*\*\*NOTE: EMPLOYERS SHOULD NOT COMPLETE THIS FORM\*\*\*\*\***

## **Employers can send documents via secure email without completing an Email Consent**

- This authorization must be signed, dated, and returned to Le Sueur County Human Services – Child Support.
- Authorization to receive/send email will be valid through the entire time your case is open with Le Sueur County Human Services – Child Support; unless you remove the authorization prior to that time.
  - Withdrawal of this authorization must be made in writing.
  - Change of email address must be made in writing and new authorization signed.
- Email messages may be included in your case file.
- **This will not be the only means of document exchange used by Le Sueur County Human Services – Child Support.**
- Le Sueur County Human Services – Child Support will follow Federal, State, and Agency Data Privacy Practices. However, email messages from our office to you may not be transmitted over a secure line, and as such, Le Sueur County Human Services – Child Support cannot guarantee that your email will remain confidential
  - Use of unsecured Wi-Fi network to access email messages may expose your private information to others.
- Email from our office will only be sent to the email address identified below. Le Sueur County Human Services – Child Support has no means of controlling who is able to access the information sent to the email address you provide to us. Do not forward, copy or share messages.
- Le Sueur County is not responsible for any additional fees or charges incurred as a result of using email by your telecommunication provider.
- Le Sueur County Human Services – Child Support staff does not maintain 24-hour access to the email account and in some instances may not be checking the email account daily. If you need an immediate response due to an urgent request, please call our office at (507) 357-8288.
- **This email is not a communication tool**
  - to communicate with Le Sueur County Human Services – Child Support
    - call (507) 357-8288 or
    - use the Web Mail option through Minnesota Child Support Online Website at <https://www.childsupport.dhs.state.mn.us/>

I authorize Le Sueur County Human Services – Child Support to send/receive documents via email using the following email address:

_____ Email Address	-----Mailing address----- _____ Street Address
_____ Printed Name	_____ City, State Zip Code
_____ Client Signature	_____ Phone Number
	_____ Date

**Return this document via email at address above; fax at 507-357-6122; or US Mail at 88 S. Park Ave, Le Center MN 56057**