

## Lost/Stolen IT Notification Form

Directions: Complete this form when any WIC device that operates the TXIN management information system and stores confidential WIC applicant/participant data is lost or stolen **AND** it's believed that staff login credentials have been or may be compromised. Send the completed form and all requested attachments to [WICClinics@hhs.texas.gov](mailto:WICClinics@hhs.texas.gov) immediately upon discovery of the device being lost or stolen.

**\*\*Do not include any passwords on this form\*\***

If it's believed that no staff login credentials were compromised, please refer to the Local Agency IT Procedures.

Required Information – Filled Out by Local Agency					
1.	Person Making Report:	Email		Phone	
2.	Impacted Staff:	Email		Phone	
3.	Incident: Lost <input type="checkbox"/> Stolen <input type="checkbox"/>	Date of Report		Asset #	
4.	Police Report Made? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Incident		User/Account ID:	
5.	Police Report Number, if applicable: (attach police report)				
6.	Type of Information stored on the device:			Brand and Serial #:	
7.	Is the device encrypted? Yes <input type="checkbox"/> No <input type="checkbox"/> Is the device password protected? Yes <input type="checkbox"/> No <input type="checkbox"/> *Reminder: Do not send password*			Last known/verified staff login date:	
8.	Parent Agency Name (no abbreviations):				
9.	Name of Federal Program (no abbreviations):				
10.	Other (attach any additional information to				
<b>COMMENTS:</b>					

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Required Information – Filled Out by WIC HelpDesk	
1.	Last attempted login (per system record):
2.	Potential Breach (attempted login after last known login)::
3.	Other (attach any additional information to
<b>COMMENTS:</b>	