

Department for Children and Families
Economic Services Division
103 South Main Street
Waterbury, VT 05671-1201

Agency of Human Services
[phone] 800-479-6151
[fax] 802-769-2086
www.dcf.state.vt.us

November 18, 2014

[REDACTED]
Bellows Falls, VT 05101

Dear [REDACTED],

I'm writing to inform you that your name, social security number, name of your dependents, and your dependent's absentee parent was inadvertently included in a training document posted on the Agency of Human Services (AHS); Department for Children & Families (DCF) intranet.

The DCF intranet is internal organizational website that is not available to the public. DCF believes the information on the training document was accessed less than 22 times since it was posted to the site on July 30th, 2014. The document was immediately removed from the site when it was discovered on November 14th, 2014 to contain your personal information. DCF believes it is unlikely that your personal information could be used for fraudulent purposes because all AHS employees receive HIPAA training and most personnel who would have accessed your information would have done so only as part of very specific program training. AHS personnel also are bound to State of Vermont policies and procedures to not disclose, directly or indirectly, information which they receive or have access to by virtue of their official duties, either for the private gain or benefit of themselves or others.

I apologize for this error and want to assure you that confidentiality of client information is taken very seriously. The employee who was responsible for the error has been contacted to ensure that this does not happen again.

Though it is unlikely, it is possible that your social security number could be used for fraudulent transactions. Following are some suggestions about how to protect yourself:

- 1) Review your bank, credit card and debit card account statements carefully over the next 12 to 24 months and immediately report any suspicious activity to your bank or credit union.
- 2) Monitor your credit reports with the major credit reporting agencies:

Equifax
1-800-685-1111



PO Box 740241
Atlanta GA 30374-0241
www.equifax.com

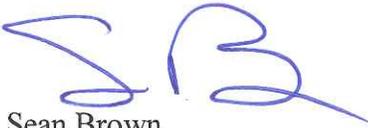
Experian
1-888-397-3742
PO Box 2104
Allen TX 75013
www.experion.com

TransUnion
1-888-916-8800
PO Box 1000
Chester PA 19022
www.transunion.com

Under Vermont law you are entitled to a free copy of your credit report from each of those agencies once a year. Call the credit reporting agency if you find accounts you did not open, inquiries from creditors that you did not initiate or inaccurate personal information.

Again, please accept my apologies for exposing you to this potential risk and inconvenience. Please feel free to call me at (802) 769-2113 if you have any questions.

Sincerely,



Sean Brown
Deputy Commissioner
Department for Children and Families
Economic Services Division