



Memorandum

#13-036

TO: WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: April 3, 2013

SUBJECT: Computer Theft

Lately the number of WIC clinic break-ins is increasing throughout the state resulting in the theft of clinic equipment. The items targeted most often are flat screen televisions and computers.

The theft of WIC computer equipment is extremely serious because of the Personal Identifiable Information (PII) stored on WIC computers. WIC participants whose information is contained on the computer are then vulnerable to fraud and to having their identities stolen. State law requires that notification be sent to all participants whose PII information has been stored on a stolen computer.

To help ensure the protection of sensitive WIC participant information, Local Agencies (LA) should take steps to secure all computers, laptops, and servers. Any cost incurred in securing this equipment is a WIC allowable cost and may be billed on your WIC reimbursement voucher. Some of the steps an agency may consider are:

- Securing computers with locks and/or cabling,
- Avoiding the placement of equipment in plain site from exterior doors and windows,
- Storing laptops out of site and in locked cabinets or closets when not in use, and
- Approaching and assisting people who appear to be wandering the clinic without purpose.

Texas WIC Policy AC:07.0 Property Management requires that any loss or theft of equipment shall be investigated by the LA and fully documented. Stolen items shall be reported to the State Office (SA) as soon as possible after they are discovered as missing. The phone report to the SA shall be followed up in writing and shall include a copy of a police report.

If you have any questions, please contact Benny Jasso, Local Agency Operations Coordinator, at benny.jasso@dshs.state.tx.us or at 512-341-4573.