



Date: April 17, 2020  
To: WIC Local Agency Directors  
Subject: **Cybersecurity Training Requirements for Contractors, Due April 30, 2020**

As defined in Section 2054.5192 of the Texas Government Code, Health and Human Services (HHS) shall require any Contractor with direct access into a state computer system or database to complete a cybersecurity training program certified by the Department of Information Resources (DIR). This pertains to contracts and renewals executed on, or after, June 14, 2019. "Contractor" is defined to include any officer, employee, or subcontractor. Contractors meeting this criterion must certify that such employees, officers, and subcontractors have completed a DIR-certified cybersecurity training program. To acknowledge compliance with this requirement, the Contractor must complete an [HHS Form 3834 - Written Acknowledgement of Completion of Cybersecurity Training Program](#) and provide the form to Cynthia Wright at [cynthia.wright@hhsc.state.tx.us](mailto:cynthia.wright@hhsc.state.tx.us) no later than April 30, 2020.

**Required Steps to Achieve Compliance:**

1. Select an option from the [DIR List of Certified Training Programs](#). DIR does not provide the training and cannot provide recommendations. Please do not contact DIR with questions.
2. Have all officers, employees, and subcontractors with direct access into a state computer system or database complete a certified cybersecurity training program.
3. After completing steps one and two, complete and return the [HHS Form 3834](#) to Cynthia Wright at [cynthia.wright@hhsc.state.tx.us](mailto:cynthia.wright@hhsc.state.tx.us) no later than April 30, 2020. You are not required to provide training certificates, only the [HHS Form 3834](#).

Contractors with more than one HHS contract should submit one [HHS Form 3834](#) for each Texas Identification Number (TIN).

If a Contractor is unable to provide an HHS Form 3834 to their designated contract manager or e-mailbox by April 30, 2020, no punitive action will be taken against the Contractor. The deadline is intended to trigger reminders, facilitate tracking, and help the HHS achieve full compliance by June 1, 2020.

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### **Helpful References**

- [Contracting with HHS](#) webpage
- [DIR List of Certified Training Programs](#) (Use Chrome web browser when accessing the list)
- [DIR Security Awareness Training Certification \(HB 3834\) Overview and FAQs](#)

### **Contact Information**

If you have any questions about this information letter, please contact Cynthia Wright at [cynthia.wright@hhsc.state.tx.us](mailto:cynthia.wright@hhsc.state.tx.us) .

Sincerely,

*Cynthia Wright, RN, CTCM*