



Department for Children and Families
Commissioner's Office
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Waterbury, VT 05671-1080
www.dcf.vermont.gov

Agency of Human Services

[phone] 802-241-0927
[fax] 802-241-0950

May 13, 2025

Via Email Only

Dave Soulia
editor@fyivt.com

Re: Public Records Request to the Department for Children and Families

Dear Dave Soulia,

Thank you for your request for public records made to the Department for Children and Families (DCF), Economic Services Division (ESD) dated March 8, 2025 (after business hours). You requested the following:

1. A raw data export (e.g., CSV or equivalent format) containing all fields collected through the applicant intake process, with the exception of personally identifiable information (PII). All remaining fields — including those reflecting state of prior residence, whether prior public assistance was received elsewhere, application and approval dates, and the specific public assistance programs applied for or approved — should be included as anonymized data.
2. A screenshot, blank PDF, or other visual representation of the applicant intake interface or application form currently used by ESD staff and/or applicants to capture this information.

The data you requested in item one above is not readily available and would require the creation of new records and significant staff time from ESD and the Agency of Digital Services. Accordingly, as the records custodian, I certify, pursuant to 1 V.S.A. § 318(b)(4), that the records you identified do not exist under any name known to me and cannot be created.

In response to item two above, a copy of ESD application forms can be found on our website at [ESD Benefits | Department for Children and Families](#).

If you have any questions or further requests, please contact me at AHS.DCFRecordsRequest@vermont.gov.





Thank you,

A handwritten signature in black ink, appearing to read "Nya Pike".

Nya Pike, Records Officer
Department for Children and Families

