

[Company Logo]

P.O. Box 80469  
Austin, Texas 78708  
February 17, 2011

[Recipient's Name]  
[Address]  
[City, State, Zip (shows thru outer)]

***Important Security and Protection Notification.***  
***Please read this entire letter.***

Dear [Insert customer name]:

This letter is to inform you of an incident involving your personal information. You are receiving this letter because of your role as a child care service provider working with the Ohio Department of Job and Family Services' ("ODJFS") Bureau of Child Care and Development. ACS State & Local Solutions, Inc. ("ACS") is a vendor for ODJFS.

We are writing to inform you that, on February 4, 2011, a package was mailed to you as part of a mailing to Ohio child care providers participating in the ODJFS program. It appears that, due to an inadvertent error, the child care provider number ("Provider ID") assigned to you by the State was printed on the outside of your envelope. Because in your case your social security number serves as your Provider ID, your social security number may have been viewed by persons handling the envelope prior to delivery.

This number was not identified as your social security number on the envelope. Instead it was designated as an "FNS#" (This is a reference to the identification number for a separate state program.) The incident appears to have been an isolated situation caused by using an incorrect template for the mailing. No other personal information appears to have been involved.

At this time we are not aware that any personal information has been improperly used. However, it is always a good idea to protect against possible identity theft. As a precaution, we recommend you carefully and regularly review all your credit card and other financial information. If you find any unauthorized or suspicious activity, you should contact your credit card company or bank immediately.

In order to help you detect the possible misuse of your information, we are providing you with a free one-year membership in Triple Alert<sup>sm</sup> from ConsumerInfo.com, Inc. an Experian® company. Triple Alert is completely free and enrolling in this program will not hurt your credit score, but you do have to sign up within ninety (90) days from the date of this letter to enroll in this service.

**First step: activate your complete credit monitoring product from Experian.**

To activate your complimentary one year membership in Triple Alert from Experian, visit the website listed below and enter your individual activation code. If you prefer, you can enroll on the phone by speaking with Experian Customer Care representatives toll-free at (866) 252-0121.

**Triple Alert Web Site: <http://partner.consumerinfo.com/triple>**  
**Your Activation Code: [Activation Code]**  
**You Must Enroll By: May 31, 2011 |**

As soon as you enroll in your complimentary Triple Alert membership, Experian will begin to monitor your credit reports from Experian, Equifax® and TransUnion® on a daily basis and notify you of key changes. This powerful tool will help you identify potentially fraudulent use of your information, and provide you with immediate assistance from a dedicated team of fraud resolution representatives should you ever need help.

**Your complimentary 12-month Triple Alert membership includes:**

- Daily monitoring and timely alerts of any key changes to your credit reports—so you know when there is any activity that you should be made aware of such as notification on new inquiries, newly opened accounts, delinquencies, public records or address changes
- Toll-free access to a dedicated team of fraud resolution representatives who will help you investigate each incident; contact credit grantors to dispute charges, close accounts if need be, and compile documents; and contact all relevant government agencies
- \$25,000 in identity theft insurance coverage with zero deductible provided by Chartis, Inc. for certain identity theft expenses\*

**Activate your membership today for immediate protection at  
<http://partner.consumerinfo.com/triple>  
Or call (866) 252-0121 to register with the activation code above.**

\* Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of Chartis Inc. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

You may also want to take advantage of one or more of the following options:

- Sign up for free “fraud alert”. This service will be provided to you at no cost. At your request, the three major credit bureaus will place a free “fraud alert” on your file letting creditors know that they should take extra steps to confirm your identity before granting credit in your name. **(Please note that this may make it more complicated for you to get new credit.)** A fraud alert tells creditors to contact you before they open any new accounts or change your existing accounts. If you would like to place a fraud alert, contact any one of the following bureaus and that one will inform the others:

Credit Bureau	Toll-Free No.	Website
Experian	888-397-3742	<a href="http://www.experian.com">www.experian.com</a>
Equifax	800-525-6285	<a href="http://www.fraudalerts.equifax.com">www.fraudalerts.equifax.com</a>
TransUnion	800-680-7289	<a href="http://www.transunion.com">www.transunion.com</a>

- Request a copy of your credit report: You are entitled to a free credit report every twelve (12) months. To request a free credit report, call 877-322-8228 or order on-line at [www.annualcreditreport.com](http://www.annualcreditreport.com). Call the credit bureau immediately if you see any inaccurate information or accounts that you did not open on the report.
- For additional information on how to protect yourself against identity theft, you may wish to visit the Federal Trade Commission’s website at [www.consumer.gov/idtheft/](http://www.consumer.gov/idtheft/).

We sincerely apologize for this incident, regret any inconvenience it may cause you and encourage you to take advantage of the services outlined herein. Should you have questions or concerns regarding this matter and/or the protections available to you, please do not hesitate to contact us at x-xxx-xxx-xxxx.

Sincerely,

Electronic Child Care Program