

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



Date

«FIRST_NAME» «LAST_NAME»
«ADDRESS1» «ADDRESS2»
«CITY», «STATE» «ZIPCODE»

Case:«CASENUM»

SUBJECT: NOTICE OF DATA BREACH

Dear «FIRST_NAME» «LAST_NAME»,

- What Happened?** We are writing to you because of a recent security incident that occurred on 1/14/2025 at the Department of Child Support Services. A document containing your child's «CHILD_FIRST» «CHILD_LAST» personal information was inadvertently e-mailed to a personal e-mail account.
- What Information Was Involved?** The case record contained your child's first name, last name, date of birth, address and social security number.
- What We Are Doing:** We regret that this incident occurred and want to assure you that we are reviewing and revising our procedures and practices to minimize the risk of recurrence.
- What You Can Do:** To protect your child from the possibility of identity theft, we recommend that you place a fraud alert on their credit files by reviewing the enclosure "Breach Help – Consumer Tips from the California Attorney General" which outlines steps you may take when your child's identity information is compromised or used.
- Other Important Information:** Enclosure "Breach Help – Consumer Tips from the California Attorney General".
- For More Information:** For more information on identity theft, you may visit the website of the California Department of Justice, Privacy Enforcement and Protection at <https://oag.ca.gov/privacy>.
- Agency Contact:** Should you need any further information about this incident, please contact us at the address provided in the header of this letter, at (866) 807-2109.

Information Security Officer

Enclosure