

**YCS CORPORATION
POLICY STATEMENT
JULY 09, 2008**

SOCIAL SECURITY NUMBER REQUIREMENT FOR REGISTRATION

Background

YCS Corporation previously required Social Security Numbers from all parent(s)/legal guardian(s) of a registered participant. In 2006, we modified the policy, and our registration forms, and now collect the Social Security Number from at-least one (1) Financial Sponsor who may or may not be the parent/legal guardian. This policy was challenged for the first-time in 2007, and a modification was made to make this request optional for participants for the After-School Plus (A+) Program only.

The Social Security Number is used only when a customer's account is not current. During those times, the information will be shared with professional collection agencies to ensure that the correct individual is identified. YCS Corporation has a fiduciary duty to its members to ensure that all funds due are collected and will utilize all means possible to accomplish this task. Customers whose account remains current will not have their information shared within or outside of the organization.

Policy

YCS Corporation will require the Social Security Number from at-least one Financial Sponsor for each participant or registered family for all programs and services except those funded by the government (such as the A+ Program). For government funded programs, the information will be requested, but not required. Registrants who fail to provide the information shall be limited to participation in government funded programs and will not be allowed to attend privately funded programs and services.

Driver's License and other numbers issued by the government or any other entity are not acceptable alternatives as they do not meet the requirements for professional collection agencies with whom we contract.

Procedures

The information will be required/requested on the Sponsor Form, which shall be collected in the Corporate Office, promptly scanned into our secure document storage, and immediately shredded and disposed of. The secure electronic document shall be the sole copy of the form stored electronically or otherwise at all locations.

The secure files shall be accessed only by authorized employees during the collection process. Once an account is in the collection process, the Social Security Number will be entered into our secure accounting system and shared with a third-party, professional collection agency, who will work with the customer to bring their account current.

Penalties

Employees who access the information for any reason other those authorized by this policy shall be subject to disciplinary action up to and including dismissal from employment.