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Strengthening Children, Youth, Families and Communities

400 Oyster Point Blvd.
Suite #501
South San Francisco, CA 94080

March 28, 2016

Dear :

We are writing to inform you about a security incident involving your personal information and to let you know the steps that Aspiranet is taking to address it.

What Happened?

On March 21, 2016, Aspiranet was targeted by an e-mail scam called “spoofing.” We discovered this incident within thirty minutes of it taking place. Nonetheless, it resulted in Aspiranet inadvertently making personal information from your W-2 filing available to a third party.

What Information Was Involved?

Your federal Form W-2 includes your name, residential address and Social Security number.

What We Are Doing?

We immediately confirmed that this attack was an isolated incident and determined which employees – current and former – may have been impacted. We also have contacted the relevant authorities and will cooperate in any investigation.

Out of an abundance of caution, Aspiranet is offering you two years of identity protection **at no cost to you**. To activate your two-year membership in Experian’s ProtectMyID™ Elite product, follow the instructions below:

1. **VISIT** The ProtectMyID Elite website www.protectmyid.com/protect or call 866-751-1324 to enroll.
2. **PROVIDE** Your Personal Activation Code:
3. **ENROLL BY:** June 30, 2016

If you have any questions concerning ProtectMyID Elite, please call Experian at 1-866-751-1324 and provide Aspiranet’s Engagement # PC100268.

What You Can Do?

We have included with this letter additional information on steps you can take to protect the security of your personal information. We urge you to review this information carefully.

Please know that we are taking steps to prevent a recurrence, including a comprehensive review of our policies and procedures for safeguarding employees’ personal information and additional training for employees with access to that data.

We deeply regret any inconvenience this incident might cause you. If you have any questions, please contact our dedicated call center at 866-263-4159.

Sincerely,

Vernon Brown
Chief Executive Officer

Steps to Protect the Security of Your Personal Information

By taking the following steps, you can help reduce the risk that your personal information may be misused.

1. Enroll in ProtectMyID Elite. Your two-year membership will help you to detect possible misuse of your personal information and will provide identity protection services focused on identification and resolution of possible identity theft. Once you activate your ProtectMyID Elite membership, your credit report will be monitored daily for 50 leading indicators of identity theft. You will receive timely credit alerts from ProtectMyID Elite on any key changes in your credit report. To receive this protection, you must personally activate credit monitoring. The notice letter contains instructions and information on how to do so. Enrolling in ProtectMyID Elite will not affect your credit score. Experian's ProtectMyID Elite product will provide the following:

- **Credit Report:** A free copy of your Experian credit report.
- **Daily Credit Monitoring:** Alerts you of suspicious activity including new inquiries, newly opened accounts, delinquencies, or medical collections.
- **Identity Theft Resolution:** If you have been a victim of identity theft, you will be assigned a dedicated, U.S.-based Experian Identity Theft Resolution Agent who will walk you through the fraud resolution process.
- **\$1 Million Identity Theft Insurance:** As a ProtectMyID Elite member, you are immediately covered by a \$1 million insurance policy that can help you cover certain costs, including lost wages, private investigator fees, and unauthorized electronic fund transfers.

2. Tax-Related Fraud. To reduce the risk of tax-related fraud, you may contact the IRS Identity Protection Specialized Unit at (800) 908-4490 (Monday - Friday, 7 am - 7 pm local time); <https://www.irs.gov/uac/Newsroom/Tips-for-Taxpayers.-Victims-about-Identity-Theft-and-Tax>Returns-2014>. You may be asked to fill out an IRS Identity Theft Affidavit, Form 14039 after the call.

3. Review your credit reports. You can receive free credit reports by placing a fraud alert. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three national credit bureaus. To obtain a free annual credit report, go to www.annualcreditreport.com or call 1-877-322-8228. You may wish to stagger your requests so that you receive a free report from one of the three credit bureaus every four months.

4. Review your account statements. You should carefully review for suspicious activity the statements that you receive from credit card companies, banks, utilities and other service providers.

5. Remain vigilant and respond to suspicious activity. If you receive an e-mail or mail alert from Experian, contact a ProtectMyID Elite fraud resolution representative toll-free at 1-866-751-1324 or www.protectmyid.com. If you notice suspicious activity on an account statement, report it to your credit card company or service provider and consider closing the account. You also should consider reporting such activity to your local police department, your state's attorney general, and the Federal Trade Commission.

6. Consider placing a fraud alert with one of the three national credit bureaus. You can place an initial fraud alert by contacting one of the three national credit bureaus listed below. For 90 days, an initial fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you but also may delay you when you seek to obtain credit. If you decide to enroll in ProtectMyID Elite, you should place the fraud alert after enrolling. The contact information for all three bureaus is as follows:

Equifax
P.O. Box 740241
Atlanta, Georgia 30374
1-888-766-0008
www.equifax.com

Experian
P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19016
1-800-680-7289
www.transunion.com

7. Additional Information. You can obtain additional information about steps you can take to avoid identity theft from the following: Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580; <http://www.ftc.gov/bcp/edu/microsites/idtheft/>; (877) IDTHEFT (438-4338) / TDD: (866) 653-4261.