

Attachment 2

-Your agency letterhead-

-Date-

To: Eileen Stack, Deputy Commissioner and Director
Division of Child Support, Center for Child Well-Being

Subject: Annual Certification for Completion of Child Support Security Awareness Training and Receipt of Signed Non-Disclosure Agreements

The Federal Security Agreement and Internal Revenue Service Publication 1075, *Tax Information Security Guidelines For Federal, State and Local Agencies*, require that Social Services District (SSD) staff and contract staff with access to child support information, which includes child support confidential program information, Federal Parent Locator Service data, and federal tax information, receive training on the proper use and protection of such information, the potential sanctions for misuse, as well as recognizing and reporting potential indicators of insider threat prior to receiving access to child support information and annually thereafter. Individuals with such access must annually read and sign a nondisclosure agreement (OTDA-3243, *Acknowledgment of Confidentiality of Child Support Information, Including Internal Revenue Service Information*), attesting to the understanding of the laws, regulations, policies, and rules governing use and disclosure of this information and to completion of the training. The annual required training must be completed by all SSD staff and contract staff with access to child support information no later than March 1 of each calendar year.

I hereby certify that all SSD staff and contract staff with access to child support information have completed the annual *Child Support Security Awareness* training and have signed the nondisclosure agreement document (OTDA-3243, *Acknowledgment of Confidentiality of Child Support Information, Including Internal Revenue Service Information*). I further certify that during the last calendar year, all new SSD staff and contract staff completed the *Child Support Security Awareness* training and signed a nondisclosure agreement prior to gaining access to child support information. I will retain the original signed nondisclosure agreements and certificates of completion of the training in my files for at least five (5) years, along with a listing of the staff who meet the requirement for signature.

Signature of CSEU Coordinator or Designee _____

Telephone Number: _____

E-mail Address: _____