(STATE LETTERHEAD)

CERTIFICATION STATEMENT
STATE AGENCY ADMINISTERING THE CHILD SUPPORT PROGRAM

TO: Federal Parent Locator Service
Office of Child Support Enforcement
Department of Health and Human Services
330 C Street, S.W.
Washington, D.C. 20201

FROM: [Name of State Child Support Agency]
[Address of State Child Support Agency]
Phone:
Fax:
Email:

This Certification Statement is a formal declaration that:

The state child support (CS) agency complies with the federal Office of Child Support Enforcement (OCSE) security and privacy requirements for the Federal Parent Locator Service (FPLS) information and CS confidential program information addressed in the security agreement between the state CS agency and OCSE.

The state CS agency has adequate management, operational, and technical security controls implemented at the central/local offices handling FPLS information and CS confidential program information and the data centers/facilities storing and processing FPLS information and CS confidential program information.

The state CS agency restricts access to, and disclosure of, the FPLS information and CS confidential program information to only authorized personnel who need the FPLS information and CS confidential program information to perform their official duties in connection with the authorized purposes specified in the security agreement.

The state CS agency delivers security and privacy awareness training to authorized personnel that includes information about their responsibilities for proper use and protection of FPLS information and CS confidential program information, recognizing and reporting potential indicators of insider threat, and the possible federal and state civil and criminal sanctions for misuse.

The state CS personnel with authorized access to the FPLS information and CS confidential program information sign (in electronic or handwritten form) non-disclosure agreements that outline the authorized purposes for which the FPLS information and CS confidential program information may be used and the federal and state civil and criminal penalties for unauthorized use.

Except as otherwise provided in Section II.B.6 of the security agreement, the state CS agency has appropriate procedures in place to report security or privacy incidents, or suspected incidents involving FPLS information and CS confidential program information, to the FPLS Information Systems Security Officer (ISSO) designated in the security agreement. Immediately upon discovery, but in no case later than one hour after discovery of the incident, the state IV-D Director or designee shall report confirmed and suspected incidents, in either electronic or physical form, to the FPLS ISSO designated in the security agreement.

The state CS agency has a fully automated audit trail system with audit records that, at a minimum, collect data associated with each query transaction to its initiator and capture date, time, and type of system events.

The state CS agency processes, transmits, and stores all FPLS information and CS confidential program information in a manner that safeguards the information and prohibits unauthorized access.

The state CS agency has an effective continuous monitoring strategy and program to ensure the continued effectiveness of security controls by maintaining ongoing awareness of information security, vulnerabilities, and threats to the information system housing FPLS information and CS confidential program information.

The state CS agency requests submitted to the FPLS are made solely to locate a parent for the purpose of establishing paternity, securing child support, or where applicable, to locate a parent in a parental kidnapping case, establish or enforce a child custody or visitation order, and for other purposes specified in federal law and regulations.

The state CS agency system meets all requirements set forth in the Federal Certification Guide, "*Automated Systems for Child Support Enforcement: A Guide for States*," Section H, "Security and Privacy," dated September 19, 2017.

The state CS agency documents and reports to OCSE's Division of State and Tribal Systems (DSTS) any significant changes to the state CS agency security procedures and provides copies of the appropriate updated security manual, disaster recovery plan, and risk analysis plan upon request.

The state CS agency security office conducts and/or participates in the conduct of biennial system security reviews of installations involved in the administration of state CS programs which, at a minimum, includes evaluations of physical and data security operating procedures, and personnel practices in accordance with federal regulations at 45 CFR Part 95, as further described in guidance Action Transmittal (AT)-03-03 at http://www.acf.hhs.gov/programs/cse/pol/AT/2003/at-03-03.htm, and at 45 CFR Part 307.13.

The state CS agency makes biennial system security reviews available to DSTS, upon request, in accordance with federal regulations at 45 CFR 95.621(f)(6).

In witness hereof, I hereby certify that the state CS agency's controls to safeguard FPLS information and CS confidential program information and information systems meet the above requirements.

Note: Any residual risk of vulnerability identified within the security controls is being tracked through a Plan of Action and Milestones (POA&Ms).

State IV-D Director or designee (per Federal Regulations, 45 CFR 303.70 (e)) Signature:
Date:
Name: Title: Department: Phone: Email:

State Agency Information Systems Security Official Signature:
Date:
Name: Title: Department: Phone: Email:

[Organization] Information Systems Security Official (if applicable) Signature:
Date:
Name: Title: Department: Phone: Email: