

Instructions for Completion of the Michigan Department of Treasury (Treasury) Forms

Friend of the Court (FOC) and Prosecuting Attorney (PA) Staff

- **Treasury Form 3337 - *Vendor, Contractor or Subcontractor Confidentiality Agreement***

The ***Vendor, Contractor or Subcontractor Confidentiality Agreement*** (Form 3337) must be completed by all FOC and PA staff and contract staff who have access to the Michigan Child Support Enforcement System (MiCSES), the Child Support Enforcement System (CSES) Data Warehouse or the legacy CSES Vax. FOC and PA offices must certify in the *Annual Safeguard Activity Report* that Form 3337 is signed and on file in the local office for each user of MiCSES, the CSES Data Warehouse or the legacy CSES Vax. **Do not** send copies of Form 3337 directly to the Office of Child Support or to Treasury. The completed and signed form must be maintained in the local office.

Completion by FOC and PA Staff

FOC and PA staff completing the *Vendor, Contractor or Subcontractor Confidentiality Agreement* (Form 3337) must take note of the following sections on the form:

1. Under *Company Name and Address*, list your county FOC/PA name and address.
2. The name of the *State of Michigan Department* is the Michigan Department of Human Services, Office of Child Support.
3. The *Subcontractor* section is “N/A” for FOC/PA county employees.
4. The box that requires a description of the product or service provided is “N/A” for FOC/PA county employees.

Completion by FOC and PA Contractors

The Treasury Form 3337 was designed specifically for contractor staff and therefore is self-explanatory for a contractor’s certification.