

**MEMORANDUM OF UNDERSTANDING BETWEEN  
DEPARTMENT OF SOCIAL SERVICES  
Office of the Secretary  
AND  
*DEPARTMENT OF REVENUE***

This Memorandum of Understanding (MOU) is entered into by the Department of Social Services (DSS), Office of the Secretary (DSS/OS) and the Department of Revenue.

**I. Background**

This MOU facilitates the working relationship between the aforementioned departments during times of emergency activation.

**II. Liaison Officials**

**Louisiana Department of Social Services:**

The primary point of contact that shall function as the lead liaison for all implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Joshua Gill

Address: 627 North 4<sup>th</sup> Street, Baton Rouge, Louisiana 70802

Telephone: 225-342-4961 (office) 225-456-4343 (cell)

Email: [jgill@dss.state.la.us](mailto:jgill@dss.state.la.us)

**Department of Revenue:**

The primary point of contact who shall serve as lead liaison regarding implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Kent Laplace

Address: PO Box 80519, Baton Rouge, Louisiana, 70898

Telephone: 225-219-5511, 225-291-5513, 225-922-0462 (expires 01 July 2009)

Email: [kent.laplace@la.gov](mailto:kent.laplace@la.gov)

***The above individuals shall serve as the contact for the following functions: fiscal and budgetary decisions, programmatic decisions, daily program operation, service delivery operations, and program monitoring.***

**III. Purpose**

*To describe the supporting role the Department of Revenue plays in support of the Department of Social Services in ESF-6 coordination and the delivery of Mass Care, Housing and Human Services during state assisted emergencies, as prescribed in the state ESF-6 plan.*

**IV. Statement of Work**

## **DEPARTMENT of REVENUE**

### **A. PREPAREDNESS**

The Department of Revenue will:

- Identify personnel, per region, when available to assist in ESF-6 sheltering functions during emergencies, including but not limited to:
  - Shelter operations
  - Evacuee registration and tracking
  - Disaster Food Stamp Program
- Ensure personnel have transportation to shelter facilities.
- Provide training as necessary for key employees on NIMS and ICS classes that are required by GOHSEP. All emergency support personnel engaged in emergency services delivery should complete the following Federal Emergency Management Agency (FEMA) Independent Study Courses (<http://training/fema.gov/EMIWeb/IS/>).
  - *IS-100 Introduction to Incident Command System, I-100*
  - *IS-700 National Incident Management System (NIMS), An Introduction*In addition to the above courses, all management support staff should complete the following training.
  - *IS-200 ICS for Single Resources and Initial Action Incidents*
  - *IS-800 National Response Plan (NRP), An Introduction*The purpose of the FEMA Courses is to familiarize staff with the organizational structure of NIMS and ICS, which provides a consistent nation-wide standard for emergency management for all government, private-sector and other organizations during an emergency. Furthermore, compliance with these training requirements will position the state to continue to access federal emergency management grant funds. Additional required training for sheltering operations will include:
  - *Red Cross Shelter Training that will be provided by the American Red Cross through DSS.*
- Develop MOU detailing the terms of agreement regarding the provision of emergency staffing support.

### **B. RESPONSE**

The Department of Revenue will:

- Provide personnel in each region to assist with ESF-6 functions, during emergencies, including but not limited to:
  - Shelter Operations
  - Evacuee Registration & Tracking
  - Disaster Food Stamp Program
- When plan is activated, assign personnel are to maintain contact with the DSS liaison to execute missions in support of ESF-6.

### **C. RECOVERY**

The Department of Revenue will:

- Provide support in disaster recovery centers for the provision of information, referral services, and/or assistance with applying for State and Federal aid.
- Coordinate and assist with after-action assessment as required by ESF-6.

**DEPARTMENT OF SOCIAL SERVICES**

**A. PREPAREDNESS**

The Department of Social Services will:

- Identify and establish shelter locations for victims of natural and/or technological disasters for mass care, housing and human services.
- Request identified staff be trained for ESF-6 functions, NIMS, ICS and Shelter, and DFSP training.
- Prior to activation, provide training for personnel in the discipline in which they will perform duties.

**B. RESPONSE**

The Department of Social Services will:

- Request identified support personnel to assist in ESF-6 functions as needed.
- Implement plan to support ESF-6 operations.
- Assign and execute tasks in support of ESF-6.
- Request trained staff per region, for deployment to support ESF-6 functions during natural and/or technological disasters.

**C. RECOVERY**

The Department of Social Services will:

- Provide personnel as needed to Disaster Recovery Centers to provide information and referral services and/or assistance to individuals and families applying for State and/or Federal aid.
- Coordinate after-action assessments as required.

**V. Confidentiality Statement**

DSS/OS and [Department of Revenue](#) shall abide by the Federal and State laws and regulations concerning confidentiality which safeguard information and the participant's confidentiality (LA. R.S. 46:56). DSS/OS and Department of Revenue will further abide by all Federal and State laws and regulations as relative to data sharing of pertinent information for performance accountability and program evaluation purposes.

**Approved:**

**Louisiana Department of Social Services**

***Department of Revenue***

---

Kristy Nichols  
Secretary, Department of Social Services

---

Cynthia Bridges  
Secretary, Department of Revenue