

**MEMORANDUM OF UNDERSTANDING BETWEEN
DEPARTMENT OF SOCIAL SERVICES
Office of The Secretary
AND
GOVERNOR'S OFFICE OF VETERANS AFFAIRS**

This Memorandum of Understanding (MOU) is entered into by the Department of Social Services (DSS), Office of Management and Finance (DSS/OMF) and the Governor's Office of Veterans Affairs.

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 4th Street, Baton Rouge, Louisiana 70802

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

Email: jgill@dss.state.la.us

Governor's Office of Veterans Affairs

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: Homer Rodgers

Address: PO Box 94095, Baton Rouge, LA 70804

Telephone: 225-922-0500 ext. 225

Email: homer.rodgers@vetaffairs.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 Governor's Office of Veterans Affairs 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

A. GOVERNOR'S OFFICE OF VETERANS AFFAIRS

1. PREPAREDNESS

The Governor's Office of Veterans Affairs will:

- Identify a minimum of 10 staff per region, trained and available to work in support of ESF-6 sheltering functions, including but not limited to:
 - Shelter operations
 - Evacuee registration and tracking
- Ensure that assigned staff has transportation to assigned shelter locations.
- Provide training 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/>) by Sept 30, 2009:
 - *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 by Sept 30, 2009:
 - *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*
- Develop any MOUs that are required to assure coordination and implementation of this plan.

2. RESPONSE

The Governor's Office of Veterans Affairs will:

- Provide identified and trained staff to assist with ESF-6 sheltering functions.
- Assign trained personnel to maintain contact with EOC, and to exercise any missions assigned in support of ESF-6 during times of activation.

3. RECOVERY

The Governor's Office of Veterans Affairs will:

- Provide support services in Disaster Recovery Centers, shelters or other sites in regards to the Veterans Affairs programs.
- Assist with after-action assessment as required by ESF-6.

B. DEPARTMENT OF SOCIAL SERVICES

1. 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 trained for shelter operations, NIMS, ICS and Shelter training.

- Request a minimum of 10 staff per region, for deployment to support ESF-6 sheltering functions in the event of natural and/or technological disasters.

2. RESPONSE

The Department of Social Services will:

- Request trained and identified support personnel to assist with sheltering functions for ESF-6, as needed.
- Implement plan to support ESF-6 operations.
- Assign and execute tasks in support of ESF-6.

3. 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 and [Office of Veterans Affairs](#) 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/OMF and Office of Veterans Affairs 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

Governor's Office of Veterans Affairs

Kristy Nichols
Secretary, Department of Social Services

Lane Carson
Secretary, Department of Veterans Affairs