

DISASTER FOOD ASSISTANCE PROGRAM

ECONOMIC AND EMPLOYMENT SERVICES (EES) COOP

Mission Essential Functions

Within the individual Tiers rank the mission essential functions from highest to lowest priority and define:

1. **Mission Essential Function**-Prepare Imprest Checks; Ensure that payroll information is entered, and employees are paid; Maintain access to the DCF mainframe, Issue benefits to clients, etc.
2. **Number of Personnel**-Actual number of staff and classification, (i.e., administrative assistants, human resource professionals, accountants, directors, etc.)
3. **Resources & Vital Records**-Identify the resources and vital records/documents that are required to carry out the function, (i.e., Checks, systems/access, computers, telephones, etc.)

Tier 1 - Mission-essential functions that must be performed, given a 1-Day disruption

1. Cash, Food Assistance, Child Care Subsidy and Work Programs Eligibility and Issuance (KEES & EBT):

- a. Determine if the systems are running and if benefits were paid the previous night.
- b. Validate FIS Government services has received and processed payments.
- c. Determine the status of daily batch processing jobs and web services.
- d. Request KEES Operations complete critical jobs.
- e. Authorize the release on on-line systems.
- f. Communicate the current systems status to field users, vendors, and other contacts.
- g. Re-establish work environment, obtain required resources, and access to the Kansas Economic and Employment Services Manual (KEESM).

EES Personnel required:

Systems Implementation & Data Manager – Tracy Peters
KEES Special Projects – Lindsay Martinez
KEES Management System Analyst – Katherine Bruce
KEES Business Analyst – Kara Turner, Dawn Herington, Danaca Curtis

Management Support Deputy Director – Kristi Scheve
EBT Manager – Carissa Dormer
EBT Coordinator – VACANT
Policy Coordination Assistant Director – Shannon Connell
Policy Coordination Assistant Director – Sarah van Straaten
EES Training Support Unit Administrator - Eva Costigan
Policy Development (KEESM) Coordinator – Christopher Watson
Food Assistance Program Specialist – Elizabeth Ahumada
TANF Program/Work Program Specialist – Angela Stinson
Child Care Subsidy Program Specialist - Sally Hargis
Assistant Director of Employment Services – Lisa Strunk

Additional Non-EES Resources:

KEES Operations - Lanita Nations, Pamela McKinsey
Computers for all mentioned staff, and telephone access.
DCF Communications

Tier 2 - Mission-essential functions that must be performed, given a disruption greater than 1-Day, but less than 1-Week

1. Commodities:

- a. Contact Meal Centers and Elderly Feeding Sites to determine their commodity shipping requirements.
- b. Rebuild shipping schedule.
- c. Telephone/fax/e-mail food orders to shipping vendor to generate the next shipping schedule.
- d. Notify USDA of the disaster and estimated recovery time.
- e. Contact drop sites for Commodity Supplemental Food Program, notify them of recovery time and rebuild the shipping schedule.
- f. Contact TEFAP sites to notify them of the recovery time and rebuild the shipping schedule.

EES Personnel required:

USDA Commodities Manager – Nataly Montufar
EES Food Distribution Unit Consultant – William McGuire

EES Food Distribution Unit Consultant – Jenny Surey

Additional Non-EES Resources:

Computers for all mentioned staff, telephones, fax

2. *Fiscal:*

- a. Determine if SMART system is available.
- b. Identify invoices that are paid.
- c. Determine invoices that are unpaid and release payments.

Operations Personnel required:

Deputy Director of Budget - Christopher Johnson

Director of Facilities, Procurement and Safety – Brent Whitten

Additional Non-EES Resources:

ITS Operations staff

Director of Grants, Contracts and Payables – Brian Carlgren

3. *Management Support:*

- a. Notify federal agencies of the incident and of the alternate site location(s) complete with telephone and fax numbers, notify regional offices of the incident and of the alternate site location(s) complete with telephone and fax numbers, install stand alone PC software, resume normal management support functions.

EES Personnel required:

Economic and Employment Services Director – Carla Whiteside-Hicks, Ph.D.

Social Services Program Collaboration Deputy Director – Nichelle Adams

Policy Coordination Assistant Director - Shannon Connell

Policy Coordination Assistant Director – Sarah van Straaten

Program Integrity Assistant Director – Melissa Vo

EES Deputy Director of BPM, PI and Training – Jennifer Vega
Systems Implementation and Data Manager – Tracy Peters
Management Support Deputy Director – Kristi Scheve
Community Collaboration Assistant Director – Heidi Widmer
EES Training Support Unit Administrator – Eva Costigan
Deputy Director of Budget - Christopher Johnson
EES BPM Manager – Abby Schwermer
Employment and Training Programs Deputy Director – Eric Hunt
Assistant Director of Employment Services – Lisa Strunk

Additional Non-EES Resources:

IT Technical Support
Computers for all mentioned staff, telephone, fax

Tier 3 – Mission-essential functions that must be performed, given a disruption greater than 1-Week, but less than 1-Month

1. Performance Reporting:

- a. Notify federal agencies of the incident and of the alternate site location complete with telephone and fax numbers.
- b. Notify regional offices of the incident and the alternate site location complete with telephone and fax numbers.
- c. Resume normal performance reporting functions when possible.

EES Personnel required:

Program Integrity Assistant Director – Melissa Vo
Benefits Administration & Data Exchange Manager - Kristi Scheve

Additional Non-EES Resources:

Computers for all mentioned staff, telephone, fax
KEES Operations – Lanita Nations, Pamela McKinsey

2. Recover the Grants Management function:

- a. Re-establish work environment and obtain required resources.
- b. Determine current grant issues.
- c. Obtain access to system and take appropriate action on grant issues.
- d. Contact grantees.

EES/Operations Personnel required:

Deputy Director of Budget - Christopher Johnson
Benefits Administration & Data Exchange Manager - Kristi Scheve

Additional Non-EES Resources:

IT Operations staff
Computers for all mentioned staff, telephone, fax
Director of DCF Grants, Contracts and Payables – Brian Carlgren

Tier 4 - Mission-essential functions that must be performed, given a disruption greater than 1-Month, but less than 1-Year

1. Research/Development :

- a. Regain ad-hoc reporting capabilities to assist with program implementation and monitoring.

EES Personnel required:

Benefits Administration & Data Exchange Manager - Kristi Scheve
Systems Implementation and Data Manager – Tracy Peters
KEES Special Projects – Lindsay Martinez
KEES Management System Analyst – Katherine Bruce
KEES Business Analyst – Kara Turner, Dawn Herington, Danaca Curtis

Additional Non-EES Resources:

ITS Operations, Computers for all mentioned staff
KEES Operations - Lanita Nations, Pamela McKinsey

2. Training-Field Development & BPM Program Support:

- a. Coordinate with IT to verify that the LAN and mainframe connectivity is available, Prioritize the critical course folders and print the course.
- b. Recover policy and other training/reference material;
 - i. Verify access to LMS
 - ii. Print out course rosters
 - iii. Contact students if the course is delayed or canceled or moved (Use DCF Messenger via the IT Help Desk for electronic distribution of message.)
 - iv. Acquire course delivery supplies
 - v. Package supplies into course delivery packets.

EES Personnel required:

EES Deputy Director of BPM, PI and Training – Jennifer Vega
EES BPM Manager – Abby Schwermer
EES Training Support Unit Administrator – Eva Costigan
Program Integrity Assistant Director – Melissa Vo

Additional Non-EES Resources:

IT Technical Support
Strategic Development staff
Computers for all mentioned staff, telephone, printer

Tier 5- Mission essential functions that are *Seasonal*

1. LIEAP:

- a. Identify payments that are in process to EFT and other energy vendors.

- b. Notify these companies that the payments will be delayed until the system is available.
- c. Have the utility companies hold transmissions until further notice.
- d. Each region should include the LIEAP staff in their plans.

EES Personnel required:

Social Services Program Collaboration Deputy Director – Nichelle Adams
Policy Coordination Assistant Director – Shannon Connell

Additional Non-EES Resources:

IT Operations
Director of Grants, Contracts and Payables - Brian Carlgren
LIEAP processing center staff, computer, telephone, fax
KEES Operations - Lanita Nations, Pamela McKinsey

Tier 6- Non-Mission essential functions

- 1. NA

Delegations of Authority

Identify staff to authorize travel, leave, purchase requisitions/spending authority, execution of contractual agreements in the event those currently in those roles are not available.

Any member of the EES Leadership Team can be delegated authority for any of the tasks below. The people are as follows: Carla Whiteside-Hicks, Ph.D., Jennifer Vega, Eric Hunt, Nichelle Adams, Shannon Connell, Sarah van Straaten, Tracy Peters, Kristi Scheve, Christopher Johnson, Eva Costigan, Melissa Vo, and Lisa Strunk.

- Travel
- Leave
- Purchase Requisitions/Spending Authority
- Contractual Agreements