

**Kentucky Personnel Cabinet  
Critical Needs Request for 7-14 Day Plan**

BUSINESS UNIT	FUNCTION AT STAKE	# OF PEOPLE NEEDED	# OF PHONES	# OF PERSONAL COMPUTERS	TYPE OF SOFTWARE REQUIRED	# OF PRINTERS	# OF FAX	SPECIAL EQUIPMENT	SUPPLIES REQUIRED	TASK PRIORITIES	Comments/ RECOMMENDATIONS
Secretary's Office	KRS12:050 & 12:210 & 12:040, KRS Chapter 18A, Executive Management of Human Resources, Benefits, and Payroll for State Government, Management of the Personnel Cabinet, Service on the Board of Directors of Kentucky Retirement Systems, the Kentucky Public Employees Deferred Compensation Authority, and the KEMI Board,	2	2	2	Microsoft Office; Internet Access; KHRIS; Adobe Reader (latest version);	1	1	Access to Multi-function copier	Routine office supplies	Critical	
Office of Admin Services (OAS)	Payroll, Budget, HR, Property Mgmt, Purchasing, Accounting, Other Services	4	4	4	Microsoft Office, Internet, eMARS/InfoAdvantage; KHRIS; Adobe Reader (latest version)	0	0	Multifunction copier with scan, fax, copy	Calculators, paper, pens, envelopes, stapler	Situational	
OAS - Division of Technology Services (DTS) - CIO/Director's Office	Provide for KHRIS, COS and all Cabinet IT	2	2	2	KHRIS, COS, Internet, email, MSOffice, Visio, SharePoint, HP QC, FrontRange	1	0		General office supplies	Critical	Duties may be performed from home with VPN connection to the mainframe and/or AS/400. Web-based system could be performed from home or from an off-site location. Emergency procedures would concentrate on necessary system adjustments and enhancements.
OAS - DTS - Application Development Branch	Provide for KHRIS, COS and all Cabinet IT	10	10	10	KHRIS, COS, Internet, email, MSOffice, Visio, SharePoint, HP QC, FrontRange	2	1	One Copy Machine/ Printer	General office supplies	Critical	Duties may be performed from home with VPN connection to the mainframe and/or AS/400. Web-based system could be performed from home or from an off-site location. Emergency procedures would concentrate on necessary system adjustments and enhancements.
OAS - DTS - Systems Analysis Branch	Provide for KHRIS, COS and all Cabinet IT	16	16	16	KHRIS, COS, Internet, email, MSOffice, Visio, SharePoint	0	0	One Copy Machine/ Printer/Fax	General office supplies	Critical	Duties may be performed from home with VPN connection to the mainframe and/or AS/400. Web-based system could be performed from home or from an off-site location. Emergency procedures would concentrate on necessary system adjustments and enhancements.

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<b>OAS - DTS - Access Control Branch</b>	Provide System Access Control for KHRIS, COS, CICS and all other Cabinet Systems	5	5	5	KHRIS SAP GUI, Mochasoft, Internet, email, MS Office, RMS, FileNet, Lync would be helpful	0	0		General Office Supplies	Critical	Duties may be performed from home with VPN connection to KHRIS. Web-based system could be performed from home or from an off-site location. Emergency procedures would concentrate on providing and revoking system access as needed
<b>OAS - DTS - Systems Integration Branch</b>	Provide technical support for KHRIS, COS, SFTP and incident tracking system	5	2	4	KHRIS, COS, Internet, email, MSOffice, Visio 2013, SharePoint 2013, Team Foundation Server 2012, Redwood, IP_Switch SFTP, SAPGUI, Putty for AIX Access, Xwindows (CygWin), Attachmate/Mocha for Mainframe access, Local workstation admin access, FileZilla, Postscript viewer/editor, Adobe Reader, Adobe Flash)	0	0		General Office Supplies	Critical	Duties may be performed from home with VPN connection to the mainframe. Web-based system could be performed from home or from an off-site location. Emergency procedures would concentrate on necessary system adjustments and enhancements.
<b>Office of Public Affairs</b>	Communications, Public Information Officer, Website	3	2	3	Outlook, MS Office, Internet, Sharepoint	shared	shared	1 iPhone		Critical	
<b>Deferred Comp - Exec Dir Office</b>	Oversee and assist branch managers	3	3	2	MS Office, Internet, email	1	1	Telephones or Cell phones, calculator	Paper, pens, I drawer of a locked filing cabinet	Program Oversight, management, Vendors, TPA, coordination of Information Technology	Work could be performed at another state facility. Some work could be performed at home
<b>Deferred Comp - Deposits &amp; Records Branch</b>	Investments and loan processing	3	3	3	MS Office, Internet, email	1		3 tape calculators, telephone	Paper, pens, I drawer of a locked filing cabinet	Deposits and investments followed by participant loans, process incoming rollovers, employer billings	Work could be performed at another state facility. Some work could be performed at home

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<b>Deferred Comp - Receipt and Reconciliation Branch</b>	Investments and loan processing	3	3	3	MS Office, Internet, email	1	3 tape calculators, telephone	Paper, pens, 1 drawer of a locked filing cabinet	Deposits and investments followed by participant loans, process incoming rollovers, employer billings	Work could be performed at another state facility. Some work could be performed at home
<b>Deferred Comp - Member Services Center Branch</b>	Investments and loan processing	3	3	3	MS Office, Internet, email	1	3 tape calculators, telephone	Paper, pens, 1 drawer of a locked filing cabinet	Deposits and investments followed by participant loans, process incoming rollovers, employer billings	Work could be performed at another state facility. Some work could be performed at home
<b>Deferred Comp - Administrative Services Branch</b>	Processing payouts, transfers and hardship/unforeseen emergency withdrawals	3	3	3	MS Office, Internet, email	1	calculators, telephone	Paper, Pens, 1 drawer of a locked filing cabinet	Processing of benefit payouts and transfers to purchase time and then hardship/unforeseen emergency withdrawals	Work could be performed at another state facility. Some work could be performed at home
<b>Deferred Comp - Marketing and Communications Branch</b>	Primarily catch-up calculations and general marketing calls	1	1	1	MS Office, Internet, email		calculators, telephone	Paper, pens, 1 drawer of locked file cabinet	catch-up calculations and general marketing inquiries	This function is handled by a third party administrator (TPA) and could be handled from their corporate office in Braintree, MA. Authority assistance can be provided from home. Additional marketing services could be provided by 8 TPA field staff located throughout the Commonwealth. Also certain marketing functionalities are available via web site, Mobile App, and VRU.
<b>Office of Diversity, Equality, and Training</b>	Affirmative Action Plan	2	2	2	MS Office, Internet, email	1		Paper		2
<b>Office of Diversity, Equality, and Training</b>	EEO- 4	2	2	2	MS Office, Internet, email	1		Paper		2
<b>Office of Diversity, Equality, and Training</b>	Utilization Report	2	2	2	MS Office, Internet, email	1		Paper		2

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<b>Office of Diversity, Equality, and Training</b>	EEO Conference	4	3	3	MS Office, Internet, Email & Photo Shop	1		Color Printer	Paper	2	
<b>Office of Diversity, Equality, and Training</b>	GMMTP	2	2	2	MS Office, Internet, email	1			Paper	2	
<b>Office of Diversity, Equality, and Training</b>	Diversity Day	2	2	2	MS Office, Internet, email	1	1		Paper	2	
<b>DEI- Employee Insurance</b>	1. Provide exemplary customer service to KEHP members, which include employees in state government, boards of education, health departments, retirees and quasi agencies.  2. Support KEHP members with timely access to health insurance and/or spending accounts benefits.  3. Receive, analyze, and maintain health insurance data to assist the Commonwealth in making decisions relative to the state health insurance plan.	27	27	27	KHRIS, MS Office, Emars, CNFD Share Drive for access to care DB and critical billing/invoicing data, MS Office, filenet, internet, data received via SFTP sent to essential staff, VPN, Contact Center 6, SoftPhone VPN	At least 2 Shared	At least 2 Shared	Shared copier/printer/fax Tablets for managers & essential staff	Routine office supplies	1	
<b>DEI - Life Insurance</b>	Provide life insurance coverage for employee's under State contract. Open, stamp, batch and scan mail. Process death claims to send to carrier. Bill locations and/or employees for coverage and reconcile account premium payments. Wire premium payment to carrier once a month. Deposit premium payments. Provide customer service.	3 on a temporary basis, full staff would be required for a longer period (2 weeks)	3 lines would be needed. Lines would be needed for incoming and outgoing calls and 1 line to use for fax.	2 computers and one scanner for initial set up. After 2 weeks full staff and computers	MS Office, email, FileNet; EMARS, KHRIS, BW	1 group printer/copier could be utilized until office is restored	1	Fax, Phone, Printer or Copier, calculator with tape, scanner within 30 days. Secure	General office supplies.	Process mail. Prepare checks for deposit. Process death claims to be submitted to the carrier. Reconcile locations after payments are received and provide customer service.	Find temporary location to set up office. ( Deferred Comp) Notify customers and carrier of new locaton and what is needed during this temporary location change. Mail received could be processed manually and filed until able to scan.

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<b>Office of Legal Services</b>	Provides legal counsel to the Cabinet and senior staff, Provides HR legal guidance and consultation to all Executive Branch agencies, especially in times of emergency or directed leave; Reviews and approves all disciplinary actions and other personnel actions taken by Executive Branch agencies, Serves as primary legal advisor for the Kentucky Employees Health Plan; Represents the Cabinet before state and federal courts, and administrative bodies.	2	2	2	MS Office, internet, KHRIS, email	Shared	Shared	access to OLS servers, CICS database, legal periodicals and reference works, 2 mobiles or personal mobiles if available	Routine office supplies	critical	
<b>Office of Employee Relations - Executive Director's Office</b>	Oversee all programs and services. Direct management of Workers' Comp Program. Management of Employee Relations Personnel. State Safety Program, Employee Engagement, FMLA, LS and Adoption Benefits implemented through this office.	3	3	3	Microsoft Office, email; KHRIS and EMARS would need to be available within 30 days.	1 shared printer/copier	1	None	General office supplies	Most management can be done with basic software. See Workers' Comp Program for plan details.	Secure office space, get basic computers with email installed. Initiate personnel command center to re-establish OER. See workers' comp recommendations.
<b>Office of Employee Relations - Return to Work</b>	Provides assistance to employers in developing Temp Modified Duty Plans. Works with NCM's, adjusters and employers to ensure that medical information needed to process claim is rec'd. Provides ADA information and training to agency personnel.	3	2 and 1 fax line	2	MS access for RTWP System, email, KHRIS	2	1	Fax, dedicated phone line, scanner, secure filing cabinet, iPhone	General Office Supplies	Assistance in working with agencies to return injured employees to work as soon as medically possible. Provide assistance as ADA Coordinator.	Alternate work location to be determined. Information normally provided to this office could temporarily be referred directly to TPA (off site location).
<b>Office of Employee Relations - Employee Recognition</b>	Employee Suggestion System, Governors Ambassador Awards, career service certificates.	1	1	1	Microsoft Office, email	1 color	0		General office supplies	Receipt and evaluation of suggestions submitted by employees. Provide Career Service Certificates.	Suspension of services until office is operating at normal capacity (within 30 days)

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<b>Office of Employee Relations - Workplace Relations</b>	Provide mediation & Workplace Resolution services to employees, train mediators, keep records, give presentations to promote program	1	1	1	Microsoft Office, email	2	0	Locking storage capacity	General office supplies	1) Provide information on mediation. 2) Perform mediation. 3) Train Mediators	Suspension of services until office is operating at normal capacity.
<b>Office of Employee Relations - Workers' Compensation</b>	Process a Injury reports enter in TPA database and internal imaging system, forward benefits checks to agencies, upload mail and process. Send mail to TPA, oversee claims and settlements. Calculate and bill premiums to agencies.	5	4 lines - 1 800 line dedicated to take injury reports; 2 lines dedicated for assistance; 1 line dedicated for fax.	4	MS Office, email, KHRIS, EMARS, filenet, imaging, adobe acrobat x professional, java, file net encryption	1 group printer/copier could be utilized until office is restored	1	Fax machine dedicated 2 phone lines. Scanner within 30 days. Secure filing cabinet.	General office supplies.	Work to be done (manually) for less than 30 days; then a scanner would be necessary. Complete IA-1s; set up claims in TPA database; open mail; distribute what can be handled in house. Messenger remainder to off-site TPA office. Claim oversight/settlements can be handled by phone/email.	Secure alternate work location necessary. Routine referrals from this office can be made by phone or fax until computer access is available. Computers are necessary for web TPA access and email is a first priority which may need to be a "hotspot". Complete IA-1s manually until computers are available. Compile claims for imaging until scanner is available (30 days). TPA is off-site, therefore, loss time benefits can be mailed directly to employer. employee, provider. If outage occurs during premium cycle June - Sept. emars is necessary on 1 computer as soon as possible.
<b>Office of Employee Relations - Employee Assistance Branch-Kentucky Employee Assistance Program (KEAP)</b>	Provides assessment/referral/follow-up services for State employees & family members for personal problems.	4	4	2	MS Office, Nero Backup	2	1	Locking storage capacity	General office supplies.	Assessment/referral/crisis intervention	Staff could operate out of a different location as long as our phone lines are switched
<b>Office of Diversity, Equality, and Training</b>	All Functions Combined below in 1 Branche and Workforce & Strategic Planning Initiatives	4	4	4	Email, Microsoft Office, Internet	1	1	Laptops	Basic office supplies		

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<b>Office of Diversity, Equality, and Training - Training and Employee Development Branch</b>	<p>Oversee the day to day operation of the branch and ensure tasks are completed to deliver statewide: Training: Assessment, Design, Coordination, Implementation, Evaluation: Consultation: Assessment, Design Intervention, Development, Implementation of intervention, evaluation. • e-Learning Management and Development</p> <ul style="list-style-type: none"> <li>• Training Record Maintenance and Management</li> <li>• Consulting Request</li> <li>• Multi-media Production</li> <li>• Organizational Development – Agency and Statewide</li> </ul> <p>a. Assessment of organizational need  b. Design of organizational intervention based on need  c. Development of intervention services  d. Implementation of services  e. Evaluation of services  f. Statewide employee training record management and maintenance</p>	<p style="text-align: center;">7</p>	<p style="text-align: center;">Min. 2 lines with min 4 extensions min 4 phones</p>	<p style="text-align: center;">7</p>	<p>Email, Microsoft Office, Visio, KELMS, Internet Access, Lectora, Articulate, Crystal reports</p>	<p style="text-align: center;">1 large capacity</p>	<p style="text-align: center;">1 shared</p>	<p>Server Capacity to support LMS, copier (shared)  Training room equipment: computer, DVD/CD/VCR player. Projectors)  2, Laptops (2)</p>	<p>General office / training supplies: Markers, Flipcharts, Paper stock, 1 Locking file cabinet</p>	<p>Deliver regularly scheduled workshops, supporting CSE, Workforce &amp; Strategic Planning initiatives. Maintain state employee training records to include training enrollment and training status management, e-Learning activities and Multi-media Production</p>	<p>Secure alternative work locations to accommodate staff and a training room with a min capacity of 35. Need a secure and private room for media production and e-Learning course development and management. The employee training record management duties can be done from a generally unsecure area with precautions for confidential information.</p>
<b>DHRA Commissioner's Office</b>	<p>Personnel Administration</p>	<p style="text-align: center;">3</p>	<p style="text-align: center;">3</p>	<p style="text-align: center;">3</p>	<p>MS Office, email, KHRIS</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;">Shared</p>	<p>2 iPads</p>	<p>General office supplies</p>	<p>Critical</p>	<p>VPN</p>
<b>DHRA Commissioner's Office</b>	<p>Records Officer</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;">1</p>	<p>N/A</p>	<p style="text-align: center;">N/A</p>	<p style="text-align: center;">N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Being able to retrieve documents on retention if needed.</p>	<p>Is stored at KDLA that records the Cabinets records retention schedule.</p>

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<p><b>DHRA- Division of Career Opportunities - Director's Office</b></p>	<p>Oversees the hiring process for merit employment in the Commonwealth by: advertising, recruiting and processing electronic applications of competitive and internal mobility applicants; placing applicants on merit registers to be certified by county to agencies when merit postings occur.</p>	<p>1</p>	<p>2 phone lines with access to data ports</p>	<p>2 PCs ( monitors, hard drives, mouse, keyboard) with internet access.</p>	<p>Filenet, SAP GUI (KHRIS), Internet (COS), MS Office, CICS, email, SharePoint</p>	<p>Access to 2 high speed printers-shared</p>	<p>1 shared</p>	<p>mobile device &amp; chargers. 1 copy machine</p>	<p>Multifunction Copier with scan, fax, copy, telephone. Internet access and general office supplies.</p>	<p>1.Set up office space for staff. 2. Send existing certificates to agencies 3. Accommodate new requisition creation requests for critical need vacancies. 4. Address public needs via a COS helpdesk for technical assistance to applicants via phone and email. 5. Assist agencies in filling critical positions.</p>	<p>1. Honor only critical "need to fill" position requests from agencies 2. Notify agencies of new methods for communicating including any changes in procedures.</p>
<p><b>DHRA- DCO- Applicant, Veterans, and Recruitment Assistance</b></p>	<p>Assists applicants on the phone with questions concerning the online application process (COS). Help Desk-Assist applicants experiencing technical problems when applying. Processing of job submissions to Immediate Fill job postings. Co/op program process documents, PANs and resignations. Partner with agency Personnel to achieve optimal staff for all areas within State Government. Provide guidance in Career and Workforce Planning. Scans associated documentation into secured web application.</p>	<p>3</p>	<p>3 phone lines with data port access</p>	<p>5 PCs ( monitors, hard drives, mouse, keyboard)</p>	<p>Filenet, SAP GUI (KHRIS), Internet (COS), MS Office, CICS, email, SharePoint</p>	<p>See Director's office needs</p>	<p>1 shared</p>	<p>See Director's office needs</p>	<p>High speed scanner, table top surface for placement, near a PC station</p>	<p>Employees with access to the internet to respond to requests for customer assistance for applicants from remote locations, i.e. other office buildings or their home and communicate to each other via email/telephone to organize the workflow.</p>	<p>Employees need internet access from remote locations to respond to requests for customer assistance for applicants i.e. other office building or their home and communicate to each other via email/telephone to organize the workflow. Scanning could be postponed indefinitely.</p>



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<b>DHRA-DCO- Human Resources Certification</b>	Processing of job submissions for internal and competitive registers. Reviewing personnel actions for agencies and worklist actions.	7	7 phone lines with data port access	6 PCs ( monitors, hard drives, mouse, keyboard)	Filenet, SAP GUI (KHRIS), Internet (COS), MS Office, CICS, email	See Director's office needs	1 shared	See Director's office needs	See Director's office needs	Review submissions to job vacancies. Presumably these would be deemed critical positions. Review agency personnel actions.	Employees with access to the internet to review submissions to vacancies from remote locations, i.e. other office buildings or their home and communicate to each other via email/telephone to organize the workflow.
<b>DHRA-DCO- Register</b>	Posts merit vacancies, places qualified applicants on registers; submits certified listings to agencies per procedures; provides technical assistance to applicants, agencies; assures personnel actions are within legal and policy guidelines.	3	3 phone lines with data port access	3 PCs ( monitors, hard drives, mouse, keyboard)	Filenet, SAP GUI (KHRIS), Internet (COS), MS Office, CICS, email	See Director's office needs	1 shared	High speed scanner, table top surface for placement, near a PC station.	See Director's office needs	See Director's Office	Need continued interfaces between COS and KHRIS for register certification processes.
<b>DHRA- DEM - Payroll Branch</b>	Continue to pay employees	4	4	4	KHRIS, CICS, internet, email, eMARs for certification of payroll & 3rd party payments	1	1	iPhone	General Office Supplies	Critical Pay Employees, hourly time card required would have to be keyed in.	1) Run payroll off site at Cold Harbor or if necessary from a PC at a person's home. (This has been tested successfully) 2) If Time and Attendance could not be entered, restore and pay at last payroll and do arrears at a later date.
<b>DHRA- DEM - Payroll Branch</b>	Updating Payroll Record with PANs and possibly time data	3	3	3	KHRIS, CICS, internet, email	1	1	1 iPhone	General Office Supplies	Critical To get payroll updated as quickly as possible to eliminate massive manual adjustments	Same As Above
<b>DHRA- DEM - Personnel Administration Branch</b>	Process Personnel Actions	2	1	1	KHRIS, CICS, internet, email	N/A	N/A	N/A	General Office Supplies	Critical Approve PAN's	Actions could be processed via VPN.
<b>DHRA- DEM - Personnel Administration Branch</b>	Personnel Files and Documents on Retention	1	1	1	KHRIS, CICS, internet, email	1	N/A	N/A	General Office Supplies	Once PAN Actions are processed, they are put into the Imaging System or go COLD.	Access to Imaging and COLD would be needed via VPN. Backups replicated to Deferred Comp and offsite storage with Kentucky underground.

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<b>DHRA- DEM - Classification &amp; Compensation</b>	Establishment of position	2	2	2	KHRIS, CICS, internet, email	0			papers, pencils, calculator	high for establishment of positions to respond to emergency	May be performed from home or from any computer via VPN. Emergency operations would concentrate on establishment of positions for emergency response only. Dual Monitors.
<b>DHRA- DEM - Classification &amp; Compensation</b>	Development and revision of Classification standards	0	0	0	KHRIS, CICS, internet, email	0	0	0		important	While a necessary function, this could be postponed indefinitely during an emergency situation
<b>DHRA- DEM - Classification &amp; Compensation</b>	Individual Job Salary	1	1	1	KHRIS, CICS, internet, email	0	0		papers, pencils, calculator	High for approval of salaries for those hired to respond to emergency	May be performed from home or from any computer via VPN. Emergency operations would concentrate on establishment of positions for emergency response only. Dual Monitors.
<b>DHRA- DEM - Classification &amp; Compensation</b>	Conduct and respond to surveys to obtain market salary data	0	0	0	KHRIS, CICS, internet, email	0	0	0		Important	While a necessary function, this could be postponed indefinitely during an emergency situation
<b>DHRA- DEM - Classification &amp; Compensation</b>	Non-Merit Administration	1	1	1	KHRIS, CICS, internet, email	1			papers, pencils, calculator	High	May be performed from home or from any computer via VPN. Emergency operations would concentrate on establishment of positions for emergency response only. Dual Monitors.
<b>DHRA- DEM- Org.Management</b>	Position corrections for payroll run	2	2	2	KHRIS, CICS, email, internet	0	0	N/A	General office supplies, Dual monitors	Critical for corrections to positions which have failed to run through payroll	Duties may be performed from home with VPN connection to mainframe. Emergency procedures would concentrate on positions failing payroll.
<b>DHRA- DEM- Org.Management</b>	CAP table update	1	0	1	KHRIS, email, internet	0	0	N/A	General office supplies, Dual monitors	CAP adjustments may be necessary due to emergency response	Duties may be performed from home with VPN connection to mainframe. Emergency procedures would concentrate on entering CAP for emergency response allotments.
<b>DHRA- DEM- Org.Management</b>	Block 50 table update	1	0	1	KHRIS, email, internet	0	0	N/A	General office supplies, Dual monitors	Block 50 table adjustments	Duties may be performed from home with VPN connection to mainframe. Emergency procedures would concentrate on entering block 50 adjustments for emergency response jobs.



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