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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF HUMAN SERVICES**

Jeffrey A. Meyers  
 Commissioner

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Christine Tappan  
 Associate Commissioner

September 21, 2017

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Office of Human Services, Division for Children, Youth and Families to make one-time **retroactive** unencumbered payments to the vendors identified below that provided Title I services to abused, neglected or delinquent youth from November 23, 2016 through June 30, 2017 from SFY 18 funds in an amount not to exceed \$364,459.96, effective upon Governor and Executive Council approval. 100% other funding.

Funds are available in the following account for State Fiscal Year 2018.

**05-95-42-421010-2975 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
 DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PASS THRU GRANTS TITLE I**

Vendor	Vendor #	Location	Total
Easter Seals New Hampshire, Inc.	177204-B005	Manchester	\$42,943.01
Merrimack Valley Day Care Services	160070-B001	Concord	\$6,335.60
Mount Prospect Academy	168139-B001	Plymouth	\$139,375.92
NFI North, Inc.	177575-B001	Contoocook	\$86,676.83
Pine Haven Boys Center-current est.	174119-B001	Suncook	\$56,170.60
Spaulding Youth Center	154273-B001	Northfield	\$32,958.00
<b>Total:</b>			<b>\$364,459.96</b>

**EXPLANATION**

This request is **retroactive** because the United States Department of Education does not make Title I Elementary and Secondary Education Act funds available until after applications for funding are approved by the New Hampshire Department of Education. A Request for Applications was published from October 11, 2016 through October 27, 2016. Approval from the New Hampshire Department of Education for the selected vendor awards was not received until on or about December 22, 2016, retroactive until November 23, 2016. Due to internal administrative delays, these contracts were submitted to the Department of Administrative Services (DAS) for consideration by the Governor and Executive Council In

April 2017. At that time, the Department was informed by DAS that funding in the amount requested was not available for the contracts. This was due to an oversight by the Department in failing to account for a carry-over of Department of Education funds from the previous grant period in order to fully fund the contracts. The Department attempted to correct this error by requesting an Errata in the Senate phase of the budget in April 2017. That request was denied. Based on this, the Department did not believe funding would be available until July of 2017. The Department has now secured the grant funds for SFY 18 to cover these payments.

The Department of Health and Human Services applies for Title I Elementary and Secondary Education Act grant funds on an annual basis. These funds are used to provide instructional services and related activities to meet the special educational needs of abused, neglected or delinquent children and youth who are students in state institutions. The Title I, Part D, Subpart 1, State Agency Neglected and Delinquent program provides formula grants to state education agencies for the purpose of:

- improving education services for children and youth in local and state institutions for neglected or delinquent youth to afford them the same opportunity to meet challenging state student academic achievement standards that all children in the state are expected to meet;
- providing children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment;
- preventing at-risk youth from dropping out of school; and
- providing current dropouts as well as children and youth returning from correctional facilities or institutions with a support system to ensure their continued education.

The Department, through a cooperative agreement with the New Hampshire Department of Education, receives grant funds and those funds are budgeted into an account specifically identified as "Pass Through Grants." The funds are then used to reimburse providers that regularly deliver qualifying educational services to youth for whom the Department is responsible. Although these programs are eligible to participate in Title I due to the educational services delivered, they cannot receive the funding directly because they are neither a school system nor a state agency.

Each year the Department sends an invitation to all of its providers of residential facilities and child care centers to apply for Title I grant funds. These facilities and centers provide a regular educational program but do not already receive Title I funding directly through a Local Education Agency.

The applications used are standardized United States Department of Education forms. The applications include a Statement of Assurances and request that applicants provide data on the number of youth served as well as a staffing narrative and descriptions of programs offered. Finally, the applicants must complete an end-of-year evaluation. Additionally, each provider must maintain State and Federal accreditation standards. Due to the fact that the State and Federal evaluation processes are already attached to the Title I Program, and the Department staff regularly visit these schools for case management and facility inspection purposes, the Department solely utilizes the standardized application and evaluation mechanisms for the Title I Program and does not create additional levels of evaluation for which providers would need to adhere.


Should the Governor and Executive Council not approve this request, these providers will not be reimbursed for services that were provided, although at their own risk, to children who are abused, neglected, or adjudicated delinquent and could fail to make academic progress at a level equal to their peers. This will result in a decrease in educational achievement of New Hampshire youth and may, in some cases, result in youth further involvement in delinquent activities, which would negatively impact New Hampshire citizens.

Area Served: Statewide

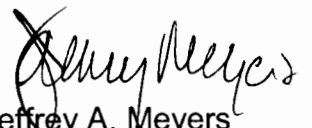
Source of Funds: 100% Other Funds.

In the event that the Other Funds no longer become available, additional General Funds will not be requested to support this contract.

Respectfully submitted,



Christine Tappan  
Associate Commissioner

Approved by:   
Jeffrey A. Meyers  
Commissioner

Agency Rep: *Anthony [Signature]*  
 Date: *9/20/17*

Contract # Line # Job # Amount  
 42107501 \$ 42,943.01  
 Appr: 10-042-2975000-571-500929  
 Vendor # 177204 B005  
 Authorizing Contract Specialist  
 Date: \_\_\_\_\_  
 DCYF Mgr: \_\_\_\_\_  
 Date: \_\_\_\_\_

**DCYF Title I Program for the 2016-2017 School Year**  
**Easter Seals Education Programs**  
 INVOICE FOR MONTH/YEAR: Nov 23, 2016 - June 30, 2017

Object	APPROVED BUDGET	Object Description	Current Invoice	YTD TOTAL
Object 100	\$ 32,937.00	Salaries	\$ 24,589.57	\$ 24,589.57
Object 200	\$ -	Benefits		
Object 300	\$ 9,000.00	Contracted Services	\$ 9,000.00	\$ 9,000.00
Object 400	\$ 4,500.00	Supplies and Materials	\$ 2,248.25	\$ 2,248.25
Object 641	\$ 1,000.00	Books	\$ 1,000.00	\$ 1,000.00
Object 730	\$ -	Equipment		
Object 582	\$ 5,680.00	Professional Develop Activities	\$ 5,680.00	\$ 5,680.00
Object 590	\$ -	Travel		
Object 900	\$ 531.00	Administration	\$ 425.19	\$ 425.19
Amount Due This Invoice:			\$ 42,943.01	\$ 42,943.01

**DCYF Title I Program for the 2016-2017  
Merrimack Valley Day Care**

INVOICE FOR MONTH/YEAR: 11/22/2016 - 6/30/2017

APPROVED BUDGET	\$12,318.00	Object Description	Current Invoice	YTD TOTAL
Object 100	\$ 9,120.00	Salaries	\$ 4,973.27	\$ 4,973.27
Object 200	\$ 912.00	Benefits	\$ 497.33	\$ 497.33
Object 300	\$ -	Contracted Services	\$ -	\$ -
Object 600	\$ 1,000.00	Supplies and Materials	\$ 348.52	\$ 348.52
Object 641	\$ 400.00	Books	\$ 131.89	\$ 131.89
Object 730	\$ -	Equipment	\$ -	\$ -
Object 582	\$ 200.00	Professional Develop Activities	\$ -	\$ -
Object 590	\$ 100.00	Travel	\$ 82.89	\$ 82.89
Object 900	\$ 586.00	Other (Administration)	\$ 301.70	\$ 301.70
Amount Due This Invoice:			\$ 6,335.60	\$ 6,335.60

*Mary Jane Wallace*

**DCYF Title I Program for 2016-2017**

**Mount Prospect Academy**

INVOICE FOR MONTH/YEAR: 11/23/2016-6/30/2017

APPROVED BUDGET \$259,644.00		Object Description	Current Invoice	YTD TOTAL
Object 100	\$ 1,59,275.00	Salaries	\$ 81,781.96	\$ 81,791.96
Object 200	\$ 55,181.00	Benefits	\$ 26,701.81	\$ 26,701.81
Object 300	\$ -	Contracted Services		
Object 600	\$ 10,100.00	Supplies and Materials	\$ 7,178.65	\$ 7,178.65
Object 641	\$ 4,675.00	Books	\$ 3,553.70	\$ 3,553.70
Object 730	\$ 15,723.00	Equipment	\$ 15,723.00	\$ 15,723.00
Object 582	\$ 10,000.00	Professional Develop Activities	\$ 2,000.00	\$ 2,000.00
Object 590	\$ 4,690.00	Travel	\$ 2,436.80	\$ 2,436.80
Object 900	\$ -	Administration		
<b>Amount Due This Invoice:</b>			<b>\$ 139,375.92</b>	

**DCYF Title I Program for the 2016-2017  
NFI (3 Schools)**

**INVOICE FOR MONTH/YEAR: Nov 23, 2016 through June 30, 2017**

	<b>APPROVED BUDGET</b>	<b>\$223,922.00</b>	<b>Object Description</b>	<b>Current Invoice</b>	<b>YTD TOTAL</b>
Object 100	\$	137,675.00	Salaries	\$ 63,023.55	\$ 63,023.55
Object 200	\$	47,000.00	Benefits	\$ 13,550.09	\$ 13,550.09
Object 300	\$	7,260.00	Contracted Services	\$ 1,943.33	\$ 1,943.33
Object 600	\$	5,500.00	Supplies and Materials	\$ 745.86	\$ 745.86
Object 641	\$	2,000.00	Books	\$ 4,250.00	\$ 4,250.00
Object 730	\$	20,000.00	Equipment	\$ -	\$ -
Object 582	\$	1,600.00	Professional Develop Activities	\$ 477.00	\$ 477.00
Object 590	\$	200.00	Travel	\$ -	\$ -
Object 900	\$	2,687.00	Administration	\$ 2,687.00	\$ 2,687.00
<b>Amount Due This Invoice:</b>				<b>\$ 86,676.83</b>	<b>\$ 86,676.83</b>

PO #	Line #	Job #	Amount	Agency Rep:	Katherine Torres
		42107501		Date:	9/22/17
Appr: 10-042-2975000-571-500929				DCYF Mgr:	
Vendor # 174119 P001				Date:	
Date:			Authorizing Contract Specialist		
DHHS USE ONLY					

**DCYF Title I Program for 2016-2017**

**Elmer Haven Boys Center**

**INVOICE FOR Nov 23, 2016 - June 30, 2017**

	APPROVED BUDGET	\$73,460.00	Object Description	Current Invoice	YTD TOTAL
Object 100	\$	47,600.00	Salaries	\$ 40,067.59	
Object 200	\$	11,060.00	Benefits	\$ 1,309.42	
Object 300	\$	5,000.00	Contracted Services	\$ 5,000.00	
Object 600	\$	1,600.00	Supplies and Materials	\$ 1,596.02	
Object 641	\$	1,800.00	Books	\$ 1,800.00	
Object 730	\$	-	Equipment		
Object 582	\$	400.00	Professional Develop Activities	\$ 400.00	
Object 590	\$	6,000.00	Travel	\$ 5,997.57	
Object 900	\$	-	Administration		
<b>Amount Due This Invoice:</b>				<b>\$ 56,170.60</b>	



**DCYF Title I Program for 2016-2017  
Spaulding Youth Center**

**INVOICE FOR MONTH/YEAR: November 23, 2016 - June 30, 2017**

APPROVED BUDGET		Object Description		Current Invoice	YTD TOTAL
	\$55,453.00				
Object 100	\$ 8,000.00	Salaries		\$ 8,000.00	\$ 8,000.00
Object 200	\$ -	Benefits			
Object 300	\$ 46,700.00	Contracted Services		\$ 24,205.00	\$ 24,205.00
Object 600	\$ 753.00	Supplies and Materials		\$ 753.00	\$ 753.00
Object 641	\$ -	Books			
Object 730	\$ -	Equipment			
Object 582	\$ -	Professional Develop Activities			
Object 590	\$ -	Travel			
Object 900	\$ -	Administration			
<b>Amount Due This Invoice:</b>				<b>\$ 32,958.00</b>	<b>\$ 32,958.00</b>