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

Lori A. Shibinette  
Commissioner

Kerrin A. Rounds  
Chief Financial Officer

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April 20, 2020

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

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

**Informational Item**

Pursuant to RSA 21-P:43, RSA 4:45, RSA 4:47, and Executive Order 2020-04, Governor Sununu has authorized the Department of Health and Human Services to transfer general funds in the amount of \$7,193,898 between various class lines, decrease Federal revenues in the amount of \$6,341,837, and decrease related Other revenues in the amount of \$87,770. The transfers and adjustments are summarized below and detailed in the attached worksheets.

All Accounts	Account From	General Funds Only		Net	Net FF/oth	Account To
		From	To			
Division of Family Assistance	Various	(\$450,000)	\$0	(\$450,000)	\$0	Various
Division for Client Services	Various	(\$1,000,000)	\$0	(\$1,000,000)	(\$1,310,811)	Various
Office of Medicaid Business & Policy	Various	(\$1,000,000)	\$0	(\$1,000,000)	(\$1,000,000)	Various
Bureau of Elderly & Adult Services	Various	(\$1,441,500)	\$0	(\$1,441,500)	(\$1,434,404)	Various
Office of the Commissioner	Various	(\$560,000)	\$7,193,898	\$6,633,898	(\$279,679)	Various
Office of Improvement & Integrity	Various	(\$480,000)	\$0	(\$480,000)	(\$417,850)	Various
Office of Operations Support	Various	(\$650,000)	\$0	(\$650,000)	(\$528,690)	Various
Office of Administration	Various	(\$758,400)	\$0	(\$758,400)	(\$669,864)	Various
Office of Information Services	Various	(\$854,000)	\$0	(\$854,000)	(\$788,307)	Various
<b>Total Department of Health and Human Services</b>		<b>(\$7,193,898)</b>	<b>\$7,193,898</b>	<b>\$0</b>	<b>(\$6,429,607)</b>	
				<b>Net Federal Funds</b>	<b>(\$6,341,837)</b>	<b>(\$6,341,837)</b>
				<b>Net Other Funds</b>	<b>(\$87,770)</b>	<b>(\$87,770)</b>
					<b>(\$6,429,607)</b>	<b>(\$6,429,607)</b>

**EXPLANATION**

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

A. Justification: As noted above, this transfer request is utilizing available general funds to address the COVID-19 Public Health response.

B. Does this transfer involve continuing programs or one-time projects?

This transfer involves continuing programs as well as potentially one-time projects.

C. Is this transfer required to maintain existing program levels or will it increase the program level?

This transfer is required to maintain existing program levels.

D. Cite any requirements which make this program mandatory.

The programs of the Department are mandated by various state and federal laws.

E. Identify the source of funds on all accounts listed on this transfer.

All funds being transferred are 100% General funds. Funds that are being reduced are Federal funds and Other funds.

F. Will there be any effect on revenue if this transfer is not approved?

No

G. Are funds expected to lapse if this transfer is not approved?

Cannot be determined at this time.

H. Are personnel services involved?

No positions are being transferred as a result of this request.

Geographic area served: Statewide

Respectfully submitted,



Lori A. Shibinette  
Commissioner

*The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.*

APPENDIX A							
All Accounts	Account From	General Funds Only			Net FF/Oth	Account To	
		From	To	Net			
Division of Family Assistance	Various	(\$450,000)	\$0	(\$450,000)	\$0	Various	
Division for Client Services	Various	(\$1,000,000)	\$0	(\$1,000,000)	(\$1,310,811)	Various	
Office of Medicaid Business & Policy	Various	(\$1,000,000)	\$0	(\$1,000,000)	(\$1,000,000)	Various	
Bureau of Elderly & Adult Services	Various	(\$1,441,500)	\$0	(\$1,441,500)	(\$1,434,404)	Various	
Office of the Commissioner	Various	(\$560,000)	\$7,193,898	\$6,633,898	(\$279,679)	Various	
Office of Improvement & Integrity	Various	(\$480,000)	\$0	(\$480,000)	(\$417,850)	Various	
Office of Operations Support	Various	(\$650,000)	\$0	(\$650,000)	(\$528,690)	Various	
Office of Administration	Various	(\$758,400)	\$0	(\$758,400)	(\$669,864)	Various	
Office of Information Services	Various	(\$854,000)	\$0	(\$854,000)	(\$788,307)	Various	
Total Department of Health and Human Services		(\$7,193,898)	\$7,193,898	\$0	(\$6,429,607)		
					Net Federal Funds	(\$6,341,837)	(\$6,341,837)
					Net Other Funds	(\$87,770)	(\$87,770)
						(\$6,429,607)	(\$6,429,607)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Fund	Agcy	Org	Obj	Rcpt Acct	Class Title	Increase/ Decrease Amount	Net Gen1 Fund by Org. Code	Net Gen1 Fund By Agency	GF Amount	S/T	FF	Transfer Amount OF	GF		FF	SOF OF	GF	
2																			
3																			
4	LAWSON ACCOUNTING FORMAT																		
5	COMPANY	N/A	ACCOUNTING	CLASS	ACCOUNT														
6																			
7	DIVISION OF FAMILY ASSISTANCE																		
8																			
9	Director's Office																		
10	010	045	61250000	000	403950	Federal Funds	\$												
11	010	045	61250000			Other Funds	\$												
12	010	045	61250000			General Funds	\$ (450,000)	\$ (450,000)											
13	Total Revenue							\$ (450,000)											
14																			
15	010	045	61250000	102	500731	Contracts for Program Services	\$ (450,000)			\$ (450,000)		\$	\$	\$ (450,000)		0.00%	0.00%	100.00%	
16	Total Expense							\$ (450,000)			\$ (450,000)		\$	\$	\$ (450,000)				
17																			
18																			
19																			
20	TOTAL DIVISION OF FAMILY ASSISTANCE									\$ (450,000)	\$ (450,000)	\$	\$	\$ (450,000)					
21																			
22																			

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Fund	Agcy	Org	Clc	Rept Acct	Class Title	Increase/Decrease Amount	Net Gen'l Fund by Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	Transfer Amount OF	GF	FF	SOF OF	GF			
<b>DIVISION OF CLIENT SERVICES</b>																			
<b>Field Operations</b>																			
26	010	045	79930000	000	403859	Federal Funds	\$ (1,310,811)												
27	010	045	79930000			Other Funds	\$ -												
28	010	045	79930000			General Funds	\$ (1,000,000)	\$ (1,000,000)											
29	<b>Total Revenue</b>																		
30	010	045	79930000	010	500100	Personal Services Perm Class	\$ (1,627,908)		\$ (700,000)		\$ (827,908)		\$ (700,000)			57.00%	0.00%	43.00%	
31	010	045	79930000	080	500601	Benefits	\$ (882,905)		\$ (300,000)		\$ (382,905)		\$ (300,000)			58.07%	0.00%	43.93%	
32	<b>Total Expense</b>																		
33	<b>Director's Office</b>																		
37	<b>TOTAL DIVISION OF CLIENT SERVICES</b>																		
38																			
39																			
40	<b>OFFICE OF MEDICAID &amp; BUSINESS POLICY</b>																		
41	<b>Medicaid Administration</b>																		
42	010	047	79370000	000	403878	Federal Funds	\$ (1,000,000)												
43	010	047	79370000			General Funds	\$ (1,000,000)	\$ (1,000,000)											
44	<b>Total Revenue</b>																		
45	010	047	79370000	102	500731	Contracts for Program Services	\$ (2,000,000)		\$ (1,000,000)		\$ (1,000,000)		\$ (1,000,000)			50.00%	0.00%	50.00%	
46	<b>Total Expense</b>																		
47	<b>TOTAL OFFICE OF MEDICAID &amp; BUSINESS POLICY</b>																		
48																			
49																			
50	<b>BUREAU OF ELDERLY &amp; ADULT SERVICES</b>																		
51	<b>ServiceLink</b>																		
52	010	048	95650000	000	404382	Federal Funds	\$ (439,804)												
53	010	048	95650000			Other Funds	\$ -												
54	010	048	95650000			General Funds	\$ (447,000)	\$ (447,000)											
55	<b>Total Revenue</b>																		
56	010	048	95650000	102	500731	Contracts for Program Services	\$ (886,804)		\$ (447,000)		\$ (438,804)		\$ (447,000)			49.80%	0.00%	50.40%	
57	<b>Total Expense</b>																		
58																			
59																			
60	<b>Nursing Services</b>																		
61	010	048	21540000	000	404362	Federal Funds	\$ (994,500)												
62	010	048	21540000			Other Funds	\$ -												
63	010	048	21540000			General Funds	\$ (994,500)	\$ (994,500)											
64	<b>Total Revenue</b>																		
65	010	048	21540000	101	500729	Medical Payments to Providers	\$ (1,482,000)		\$ (748,000)		\$ (748,000)		\$ (748,000)			50.00%	0.00%	50.00%	
66	010	048	21540000	509	500897	Other Nursing Services	\$ (497,000)		\$ (248,500)		\$ (248,500)		\$ (248,500)			50.00%	0.00%	50.00%	
67	<b>Total Expense</b>																		
68																			
69																			
74	<b>TOTAL BUREAU OF ELDERLY &amp; ADULT SERVICES</b>																		
75																			
76	<b>OFFICE OF THE COMMISSIONER</b>																		
77	<b>Office of Business Operations</b>																		
78	010	085	58760000	000	404396	Federal Funds	\$ (279,878)												
79	010	085	58760000			Other Funds	\$ -												
80	010	085	58760000			General Funds	\$ 6,633,898	\$ 6,633,898											
81	<b>Total Revenue</b>																		
82	010	085	58760000	010	500100	Personal Services Perm Class	\$ (467,977)		\$ (312,000)		\$ (155,977)		\$ (312,000)			33.33%	0.00%	66.67%	
83	010	085	58760000	090	500602	Benefits	\$ (371,702)		\$ (248,000)		\$ (123,702)		\$ (248,000)			33.28%	0.00%	66.72%	
84	010	085	58760000	103	502684	Contracts for Operational Svc	\$ 7,193,888		\$ 7,193,888		\$ -		\$ 7,193,888			0.00%	0.00%	100.00%	
85	<b>Total Expense</b>																		
86																			
87																			
88																			
89	<b>TOTAL COMMISSIONER'S OFFICE</b>																		
90																			
91																			

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Fund	Agcy	Org	Clas	Rcpt	Class Title	Increase/Decrease Amount	Net Gen1 Fund by Org. Code	Net Gen1 Fund By Agency	GF Amount	S/T	FF	Transfer Amount	GF	FF	SOF OF	GF			
92 OFFICE OF IMPROVEMENT & INTEGRITY																			
93	010	095	79350000	000	404480	Federal Funds	\$ (412,345)												
94	010	095	79350000	007	407139	Other Funds	\$ (5,506)												
95	010	095	79350000			General Funds	\$ (480,000)	\$ (480,000)											
96	Total Revenue						\$ (897,850)												
99	010	095	79350000	010	500100	Personal Services Perm Class	\$ (428,425)		\$ (230,000)		\$ (195,890)	\$ (3,435)	\$ (230,000)			45.84%	0.80%	53.56%	
100	010	095	79350000	050	500108	Personal Services Temporary	\$ (168,679)		\$ (100,000)		\$ (88,679)	\$ -	\$ (100,000)			47.50%	0.00%	53.00%	
101	010	095	79350000	060	500831	Benefits	\$ (278,746)		\$ (150,000)		\$ (127,676)	\$ (2,070)	\$ (150,000)			45.84%	0.74%	53.82%	
102	Total Expense						\$ (897,850)			\$ (480,000)									
103	TOTAL OFFICE OF IMPROVEMENT & INTEGRITY																		
104								\$ (480,000)		\$ (480,000)	\$ (412,345)	\$ (5,506)	\$ (480,000)						
105	OFFICE OF PROGRAM SUPPORT																		
106	Legal Services																		
109	010	095	56800000	000	404717	Federal Funds	\$ (478,280)												
110	010	095	56800000	003	407234	Other Funds	\$ (52,410)												
111	010	095	56800000			General Funds	\$ (650,000)	\$ (650,000)											
112	Total Revenue						\$ (1,178,690)												
113	010	095	56800000	010	500100	Personal Services Perm Class	\$ (637,174)		\$ (350,000)		\$ (258,374)	\$ (28,600)	\$ (350,000)			40.55%	4.52%	54.83%	
114	010	095	56800000	060	500601	Benefits	\$ (541,516)		\$ (300,000)		\$ (217,809)	\$ (23,610)	\$ (300,000)			40.24%	4.36%	55.40%	
115	Total Expense						\$ (1,178,690)			\$ (650,000)									
116	TOTAL LEGAL AND REGULATORY																		
117								\$ (650,000)		\$ (650,000)	\$ (478,280)	\$ (52,410)	\$ (650,000)						
118	OFFICE OF ADMINISTRATION																		
119	Management Support Facilities																		
120	010	095	56850000	000	404716	Federal Funds	\$ (840,010)												
121	010	095	56850000	001	404926	Other Funds	\$ (28,854)												
122	010	095	56850000			General Funds	\$ (758,400)	\$ (758,400)											
123	Total Revenue						\$ (1,428,264)												
124	010	095	56850000	020	500200	Current Expenses	\$ (783,567)		\$ (412,000)		\$ (341,714)	\$ (28,654)	\$ (412,000)			43.81%	3.81%	52.58%	
125	010	095	56850000	022	500255	Rents-Leases Other Than Stat	\$ (500,000)		\$ (248,400)		\$ (253,800)	\$ -	\$ (248,400)			50.72%	0.00%	49.28%	
126	010	095	56850000	023	500291	Utilities	\$ (144,697)		\$ (100,000)		\$ (44,697)	\$ -	\$ (100,000)			30.89%	0.00%	69.11%	
127	Total Expense						\$ (1,428,264)			\$ (758,400)									
128	TOTAL OFFICE OF ADMINISTRATION																		
129								\$ (758,400)		\$ (758,400)	\$ (840,010)	\$ (28,654)	\$ (758,400)						
130																			
131																			
132																			
133																			
134																			
135																			
136																			
137																			
138																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	Fund	Agcy	Org	Clas	Rcpt	Class Title	Increase/Decrease Amount	Net Gen'l Fund by Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	Transfer Amount	GF	GF	FF	SOF	GF		
139	OFFICE OF INFORMATION SERVICES																			
140																				
141	010	095	58520000	000	408159	Federal Funds	\$ (788,307)													
142	010	095	58520000			Other Funds	\$													
143	010	095	58520000			General Funds	\$ (854,000)	\$ (854,000)												
144	Total Revenue							\$ (1,642,307)												
145																				
146	010	095	58520000	027	582703	Transfer to DoIT	\$ (1,642,307)			\$ (854,000)		\$ (788,307)	\$	\$ (854,000)		48.00%	0.00%	82.00%		
147	Total Expense							\$ (1,642,307)			\$ (854,000)		\$ (788,307)	\$	\$ (854,000)					
148																				
149	TOTAL OFFICE OF INFORMATION SERVICES									\$ (854,000)		\$ (788,307)	\$	\$ (854,000)						
150																				
151																				
152	TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES									\$ (0)		\$ 720,780	\$ (6,341,837)	\$ (87,770)	\$ 0					