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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas
Commissioner

Maggie Bishop
Director

March 19, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

KETRO

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth, and Families to **retroactively** pay a membership fee to the Association of Administrators of the Interstate Compact on Adoption and Medical Assistance, Washington, D.C. (Vendor #161221 B001) in the amount of \$4,000 for annual membership in the Association of Administrators of the Interstate Compact on Adoption and Medical Assistance, effective January 1, 2013 through December 31, 2013. Funds are available in the following account:

05-95-40-404010-5850 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:
CHILDREN AND YOUTH, FEDERAL GRANT PROGRAMS, TITLE XX GRANTS - SSBG

100% FED

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY 2013</u>
026-500251	Social Service Contracts	40130302	\$4,000.00

EXPLANATION

The above action is requested to **retroactively** renew the Division's membership in the Association of Administrators of the Interstate Compact on Adoption and Medical Assistance. The request is made retroactively because the membership renews on the State's fiscal year cycle but the Division did not receive its annual renewal invoice until February 25, 2013. The purpose of this Association is to: connect all states to facilitate medical and supportive services for children who are eligible for adoption assistance.

Listed below are answers to standard questions required for Governor and Executive Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?
- A. In 1986, states which had passed legislation making the ICAMA (Interstate Compact on Adoption and Medical Assistance) law in their states formed the Association of the Interstate Compact on Adoption and Medical Assistance (AAICAMA) to enhance the administration of the compact and strengthen protections for interstate adopted children or adopted children moving out of state.

AAICAMA is a nonprofit organization comprised of member states working with child welfare agencies, tribes, and adoptive parents to facilitate and support special needs adoption. The association provides educational and technical assistance to enhance states' capacity to achieve timely permanency and needed services for adoption assistance-eligible children.

AAICAMA facilitates the effective and efficient administration of the compact, addresses issues related to the provision of medical and post-adoption services across state lines, and works to develop and implement sound interstate policy and practice for children eligible for adoption assistance. Through AAICAMA, members work jointly with special needs to find ways to enhance adoption opportunities for children.

AAICAMA members work together in committees to effect practical changes in the day-to-day administration of the compact. AAICAMA regularly provides training to state staff.

The New Hampshire Division for Children, Youth and Families (DCYF) has been a member of this organization since its implementation in 1986.

2. Is there any other organization, which provides the same or similar benefits, which your agency belongs to?
 - A. AAICAMA is the only organization that DCYF belongs to that provides these types of benefits.
3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?
 - A. All states are members. The NH Division for Children, Youth and Families is the only member for and from New Hampshire.
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)
 - A. Standard fee for all states.
5. What benefit does the state receive from participating in this membership?
 - A. AAICAMA provides technical assistance to states and agencies on issues pertaining to the administration of the ICAMA. These issues include the provision of Medicaid to eligible children who move to or are placed in a new state, title IV-E and state-funded adoption assistance, and the effect of new federal legislation on the administration of the compact.
6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.
 - A. Training is one of the services provided to members by AAICAMA and all trainings and materials are included in the annual membership.

March 19, 2013

Page 3

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.
 - A. No, however, as a result of participation, NH DCYF has become aware of federal funds that are available for unique Child Welfare Initiatives.
8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership-supported trips.
 - A. The membership fee does not cover the costs of any travel related to this organization.
9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization).
 - A. The Division has two representatives:
 1. Maggie Bishop, Director of the Division for Children, Youth and Families
 2. Myriam Roeder, Adoption Manager
10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.
 - A. Should Governor and Council not approve this request, it would hinder the ability for the Division to facilitate medical and supportive services for NH children who are eligible for adoption assistance when they move out of state. It is the responsibility of NH DCYF to promote practices and policies to ensure that all NH children who are eligible for adoption assistance receive uninterrupted supportive services in the state where they reside.

Geographic Area: Statewide

Source of funds: 100% Federal.

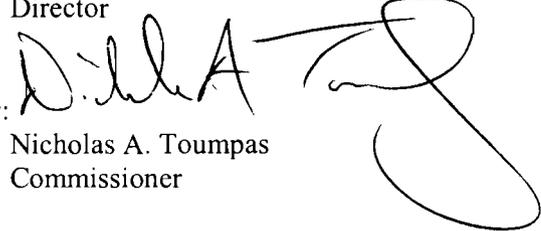
In the event that the Federal funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,


Maggie Bishop (LSB)

Director

Approved by:


Nicholas A. Toumpas
Commissioner

INVOICE

January 1, 2013 through December 31, 2013

New Hampshire Annual Membership Assessment

Association of Administrators of the Interstate Compact
on Adoption and Medical Assistance

Assessment for the administration of the Interstate Compact on Adoption and Medical Assistance

TO:

Myriam Roeder
Division for Children, Youth and Families
Dept. of Health and Human Services
129 Pleasant Street
Concord, NH 03301

NH Assessment for January 2013 – December 2013: \$4,000.00

These dues are an allowable title IV-E administrative
cost subject to 50% federal financial participation.

INSTRUCTIONS:

Make check payable to:

AAICAMA Association of the Administrators of the Interstate Compact on
Adoption and Medical Assistance

Mail check to:

AAICAMA
1133 19th Street, NW
Suite 400
Washington, DC 20036

Federal I.D. Number: 52-1479559

05-95-40-404010-58500000-026-506251-40130302

FEB 25 2013

OKay to Pay
JML 2/22/13

Cheryl Connor
02/27/2013 11:04 AM
To Cynthia Lamper/FamilyServices/SOPS_Thayer/DHHS@DHHS
cc
bcc
Subject Fw: G&C Requests Related to Dues

FYI - This is the info. that I have on Memberships that need G&C approval.

Thanks!

----- Forwarded by Cheryl Connor/Finance/SOPS_Brown/DHHS on 02/27/2013 11:04 AM -----

Anne Mattice
05/14/2012 03:16 PM
To Cheryl Connor/Finance/SOPS_Brown/DHHS@DHHS
cc
Subject Re: Fw: G&C Requests Related to Dues []

Please see below highlighted in "blue".

DAS MANUAL OF PROCEDURES
MOP 1200 Page 2 of 2 Adopted 4/27/2009
Approved 5/20/2009

STAFF and PAYROLL

MOP 1200 Memberships, Dues and Licenses

Memberships, Dues and Licenses

An agency head may authorize payment of reasonable costs for participation fees or dues for membership in an organization which are applied for and registered in the name of the State of New Hampshire, and/or the name of the state agency.

An agency head may authorize payment of reasonable costs for participation fees or dues for membership in an organization which are applied for and registered in the name of a particular person:

1. If the membership is:
 - a) Understood not to be individual to the person, but for the benefit of the State of New Hampshire;
 - b) An expense necessary to support the statutory mission of the agency; and
 - c) Not for membership, or any type of affiliation, in a lobbying organization;

AND

2. If:
- a) the organization at issue does not issue a membership solely in the name of a state or a state agency; or
 - b) issuance in the name of the state or a state agency would not allow the State to meet its objectives in obtaining such a membership and no means other than issuance in the name of a particular individual would be feasible;

AND

3. The agency documents in writing, and retains in its files, the reasons for its conclusions under 1. and 2. above.

RSA 9:8-a requires that individual and departmental dues to national and regional organizations be budgeted in a separate class. That class is 026. Memberships and dues may not be paid out of any other class.

Membership fees or dues that exceed the limits established by the Governor and Council for personnel service contracts (\$2,499.99) must be approved by the Governor and Executive Council.

Requests for approval under paragraph I. D. above shall contain a detailed explanation of why the payment is an expense necessary under the standards set forth in paragraph I. B. above.

- F. The cost of any license required to engage in a specific occupation prior to or during employment is a personal expense and not chargeable to nor reimbursable by the State.

Other Sources and Information

Statutes: RSA 9:8-a, I Program Appropriation Unit Format

Cheryl Connor

Cheryl Connor

05/14/2012 03:02 PM

To Anne Mattice/Finance/SOPS_Brown/DHHS@DHHS
cc

Subject Re: Fw: G&C Requests Related to Dues []

Anne - In the past, we have processed Membership Dues via an LB1. Is there a dollar limit where someone would need to go G&C Vs. using the LB1?

Thanks!

Anne Mattice

Anne Mattice
05/14/2012 08:11 AM
To Fin Managers, Fiscal Unit
cc Sharon Schneider/Administration/SOPS_Brown/DHHS@DHHS
Subject Fw: G&C Requests Related to Dues

----- Forwarded by Anne Mattice/Finance/SOPS_Brown/DHHS on 05/14/2012 08:10 AM -----

Stephen J Mosher
05/11/2012 02:00 PM
To DHHS Fin Managers
cc
Subject G&C Requests Related to Dues

Administrative Services is requiring the following questions be addressed in any G&C requesting authority to pay organization dues. Please include the following in your requests.

I have not seen an official notice about this, but we have had G&C items returned because they lacked this information.

G&C INCLUSION

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?
2. Is there any other organization which provides the same or similar benefits which your agency belongs to?
3. How many other state's belonging to this organization and is your agency the sole New Hampshire state agency that is a member?
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)
5. What benefit does the state receive from participating in this membership?
6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.
7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.
8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization .

Steve Mosher CPA, MBA
Chief Financial Officer
271-9291