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Jeffrey A. Meyers Commissioner

Christine Tappan Associate Commissioner

STATE OF NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

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October 2, 2017

The Honorable Neal M. Kurk, Chairman Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu and the Honorable Council State House Concord, New Hampshire 03301 Approved by Fiscal Committee Date

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, authorize the Department of Health and Human Services, Office of Human Services to transfer general funds in the amount of \$1,794,295 within the Office of Human Services. The transfers and adjustments are summarized below and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2018.

The following table illustrates the General Funds Transfer To and General Funds Transfer From, totaling \$1,794,295 by Office/Division within the Office of Human Services:

	neral Funds		General Funds
Transferred From		Transferred To	
Human Services Salary & Benefit Accounts	(595,330)	Human Services Salary & Benefit Accounts	443,334
Miscellaneous Accounts	\$0		151,996
	(\$595,330)		\$595,330
Non Salary and Benefit Accounts		Non Salary and Benefit Accounts	
DCYF Child and Family Services	(\$975,495)	DCYF Child and Family Services	\$975,495
Miscellaneous Accounts	(\$223,470)	Miscellaneous Accounts	\$223,470
Subtotal - Agency Transfers within	(\$1,198,965)	Subtotal - Agency Transfers within	\$1,198,965

The Honorable Neal M. Kurk, Chairman His Excellency, Governor Christopher T. Sununu October 2, 2017 Page 2 of 3

EXPLANATION

The Department of Health and Human Services, Office of Human Services is requesting authorization to transfer funds between various class lines in order to address shortfalls with anticipated surpluses within the Office's authorized budget. Based upon review of year to date expenditure, available revenues and projected expenditure some accounts require additional funds, due to budget assumptions that are now not anticipated to be realized for the State fiscal year ending June 30, 2018. Accounts where expected expenditures are tracking below budget are being used to transfer within the Office of Human Services in order to continue to provide services to our clients..

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:
 - See the attached Appendix B for justification of the availability of funds and required additional funds.
- B. Does this transfer involve continuing programs or one-time projects? This transfer involves continuing programs.
- C. Is this transfer required to maintain existing program levels or will it increase the program? 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. See Appendix C for the source of funds for all accounts.
- F. Will there be any effect on revenue if this transfer is not approved?

 The effect on revenue, including Federal participation, as a result of this transfer is detailed in the attached Appendix C.
- G. Are funds expected to lapse if this transfer is not approved?

 Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?

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

The Honorable Neal M. Kurk, Chairman His Excellency, Governor Christopher T. Sununu October 2, 2017 Page 3 of 3

The Department has conducted a detailed review of line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully submitted,

Christine Tappan Associate Commissioner

Respectfully submitted,

Jeffrey A. Meyers Commissioner

Attachments:

- Appendix A Summary of Transfers
- Appendix B Narratives
- Appendix C Detail Accounting Spreadsheets

APPENDIX A						
Human Services Accounts	Account		General Funds Only		Net	
	From	From	To	Net	FF/Oth	
Office of the Director of Human Services	Various	\$0	\$2,500	\$2,500	\$2,500	
Division for Children, Youth and Families	Various	(\$1,566,325)	\$1,557,782	(\$8,543)	(\$16,457)	
Office of Health Equity	Various	(\$675)	\$675	\$0	\$0	
Bureau of Homeless & Housing Services	Various	(\$2,500)	\$964	(\$1,536)	(\$2,264)	
Divison of Child Support Services	Various	(\$1,700)	\$28,700	\$27,000	\$0	
Bureau of Adult Protective Services	Various	(\$595)	\$595	\$0	\$0	
Division of Family Assistance	Various	(\$220,500)	\$12,826	(\$207,674)	\$3,823	
Bureau of Elderly & Adult Services	Various	(\$2,000)	\$190,253	\$188,253	\$12,398	
Total Office of Human Services		(\$1,794,295)	\$1,794,295	\$0	\$0	
			Net Federal Funds		\$0	
i			Net Other Funds		\$0	
					\$0	

HUMAN SERVICES DIRECTOR'S OFFICE

05-95-042-420010-12100000

Human Services Director's Office

Funding in this organization represents the costs associated with the Office of the Director of Human Services. Funds are needed in Class 070 (In-State Travel) to cover travel reimbursements for the State Committee on Aging. Source of Funds: 50% Federal, 50% General.

DIVISION FOR CHILDREN, YOUTH & FAMILIES

05-95-042-421010-29560000

Director's Office

Funding in this Accounting Unit represents costs associated with the operation of the Office of the Director along with other administrative support staff. The DCYF Director position has been vacant for the first quarter of FY18. The excess funds in Salary (class 012) will be moved to fund overtime for 24/7 on-call (AU 2957, Class 018). Source of funds: 28% Federal, 72% General.

05-95-042-421010-29570000

Child Protection

Funding in this Accounting Unit represents the costs associated with the staff of Bureau of Child Protection that provide direct services to abused and neglected children. Due to vacancies within the first quarter, funds from Salary (Class 010) and Benefits (Class 060) will be moved to fund Overtime (Class 018) due to having higher than anticipated 24/7 on call coverage needs. This was new to DCYF and under estimated during the budget process. DCYF was granted additional Child Protection Service Workers (CPSWs) during the budget and this has caused an increase in Telecommunications (Class 039). CPSWs all have iPhone for business use. Source of funds: 36.19% Federal, 63.81% General.

05-95-042-421010-29580000

Child and Family Services

Funding in this organization represents costs associated with purchased services for Abuse and Neglect, CHINS and Delinquent clients. These services include board and care, as well as, community-based services as ordered by the courts. Based on expenses in FY17, funds need to be moved to the appropriate new classes created for the FY18 budget. The funds are being moved to the appropriate class lines within this accounting unit. Source of funds: 50% Federal, 50% General; Classes 642, 643, 644, and 645 - 100% General.

05-95-042-421510-12030000

Food Prep

Funding in this Accounting Unit represents costs associated with Dietary expenses for youth at the John H. Sununu Youth Services Center. Due to first quarter vacancies, funds are available in Salary (Class 010) and Salary (Class 060). This will be moved to cover costs for medical appointments for the youth. Source of fund: 100% General.

05-95-042-421510-79090000

Director's Office

Funding in this organization represents costs associated with the operation of the Office of the Director along with other administrative support staff. The funding was incorrectly budgeted into

Department of Health and Human Services Appendix B - Narratives Page | 2

class 059 (Temp Full Time). This transfer will move the funds to Class 050 (Personal Services – Temp) which is where the money should have been budgeted. Source of funds: 100% General.

05-95-042-421510-79150000

Medical Services

Funding in this Accounting Unit represents costs associated with the medical expenses for youth at the John H. Sununu Youth Services Center. Medical expenses were underestimated and additional funds are needed to cover increased expense for the youth. This transfer will increase funds in Class 101 (Medical Payments to Providers). Source of funds: 100% General.

05-95-042-421510-79160000

Rehabilitative Programs

Funding in this Accounting Unit represents costs associated with the John H. Sununu Youth Services Center direct care staff, including youth counselors, treatment coordinators, operations staff, and other program costs. Due to vacancies in the first quarter of FY18, funds are available in Temp – Full Time (Class 059). This will be moved to cover medical appointments for the youth. Source of Funds: 100% General.

OFFICE OF HEALTH EQUITY

05-95-042-422010-79210000

Minority Health and Refugee Affairs

Funding in this organization represents the costs associated with the operations of Health Equity services. Funds will be needed in Class 039 (Telecommunications) due to projected deficit in the organization (cell phones/fax). The funds will be transferred from Class 501 (Payments to Clients) in accounting unit 79210000. Source of Funds: 55% Federal, 45% General.

05-95-042-422010-79220000

Refugee Services

Funding in this organization represents costs associated with the operation of Refugee Services programs. Funds will be needed in Class 039 (Telecommunications) due to projected deficit in the organization (cell phone/fax). The funds will be transferred from Class 080 (Out of State Travel) in accounting unit 79220000. Source of Funds: 100% Federal.

BUREAU OF HOMELESS AND HOUSING SERVICES

05-95-042-423010-79270000

Shelter Program

Funding in this organization represents the costs associated with the operation of the Emergency Shelter Program. Funds are needed in Class 039 (Telecommunications) due to the unanticipated cost of cell phones and conference calling. Conference calling is necessary to communicate with providers during the federal application and grant periods. Funds are also needed in Class 080 (Out-of-State Travel) due to an unanticipated increase in federally mandated conferences. Funds are currently available in Class 030 (Equipment) due to the computer hardware upgrades that were purchased and processed with FY 2017 funds. Funds are also available in Class 050 due to a vacancy in the first quarter of FY18. These available funds will satisfy the deficits in this account and other Human Services accounts. Source of Funds: Classes 030 and 080 - 100% Federal; Class 039 - 19.63% Federal, 80.37% General; Class 050 - 50% Federal, 50% General.

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DIVISON OF CHILD SUPPORT SERVICES

05-95-042-427010-79290000

Child Support Services

Funding in this organization represents the costs associated with the operation of the Division of Child Support Services. This transfer is necessary to fund a projected deficit in Class 050 (Personal Service – Temp) due to under budgeting. Source of Funds: 100% General.

05-95-042-427010-79300000

Child Support Services - Legal

Funding in this organization represents the costs associated with the operation the DCSS-Legal department. This transfer is necessary to fund a projected deficit in Class 020 (Current Expenses) due to increasing postage costs. The funds will be transferred from Class 070 (In State Travel) in accounting unit 79300000. Source of Funds: 66% Federal, 34% General.

ADULT PROTECTIVE SERVICES

05-95-042-428010-12040000

Field Operations – Adult Protective Services

Funding in this organization represents the costs associated with the operations of Adult Protective Services. Funds will be needed in Class 039 (Telecommunications) due to projected deficit in the organization (cell phones/fax). The funds will be transferred from Class 080 (Out of State Travel) in accounting unit 12040000. Source of Funds: 15% Federal, 85% General.

DIVISION OF FAMILY ASSISTANCE

05-95-045-450010-61250000

Director's Office

Funding in this appropriation represents costs associated with the management and operation of the Division of Family Assistance. Funds are needed in Class 026 (Membership Fees) to cover a projected deficit for a required membership for the department. Funds are also needed in Class 039 (Telecommunications) due to an increase in cell phone and conference call usage. Source of Funds: Class 026 - 26.13% Federal, 73.87% General; Class 039 - 20% Federal, 80% General.

05-95-045-450010-61270000

Employment Support

Funding in this appropriation represents costs associated with the management and operation of the NH Employment Program. Funds are needed in Class 039 (Telecommunications) due to an increase in cell phone usage. Funds are anticipated to be available in Class 502 (Payments to Providers) due to a decrease in caseload. Source of Funds: Class 039 - 20% Federal, 80% General; Class 502 - 100% General.

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BUREAU OF ELDERLY AND ADULT SERVICES

05-95-048-481010-78720000 ADMIN ON AGING

Funding in this organization represents costs associated with administering grants received from the Administration for Community Living. Funds are needed in Class 544 (Meals Home Delivered) and Class 570 (Family Caregiver) to cover projected deficits for contract payments, primarily due to the approved provider rate increase. Funds are available in Class 010 (Personnel Services – Permanent) and are being transferred to accounting unit 89250000 Medicaid Services Grants – SHIP. Source of Funds: Class 010 – 95% Federal and 5% General; Class 544 – 100% General; Class 570 – 75% Federal and 25% General.

05-95-048-481010-92550000

SOCIAL SERVICES BLOCK GRANT

Funding in this organization represents costs associated with administering the Social Service Block Grant award. Funds are needed in Class 545 (I&R Contracts) to cover projected deficits for contract payments. Source of Funds: Class 545 – 45% Federal, 55% General.

05-95-048-481010-89250000 MEDICAID SERVICES GRANTS - SHIP

Funding in this organization represents costs associated with administering the State Health Insurance Program grant. Funds are needed in Class 010 (Personnel Services – Permanent) to cover a projected deficit due to a salary payout and will be funded by funds available in accounting unit 78720000 Admin on Aging. Source of Funds: 95% Federal, 5% General.

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Appendix C Human Services Transfer October 2017

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