



State of New Hampshire

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857

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JEFFREY A. MEYERS
COMMISSIONER

April 18, 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

REQUESTED ACTION

Pursuant to the provisions of Chapter 276:143, Laws of 2015 and RSA 14:30-A, VI Additional Revenue, authorize the Department of Health and Human Services to transfer general funds in the amount of \$242,040, increase Federal revenues in the amount of \$59,375 and increase Other revenues in the amount of \$255,536 in the Department of Health and 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, 2017.

The following table illustrates the Transfer To and Transfer From, totaling \$242,040 of general funds, by major program area.

<u>Transferred From</u>	<u>General Funds</u>	<u>Transferred To</u>	<u>General Funds</u>
Department Wide Salary & Benefit Accounts	\$51,041	DCYF Salary & Benefit Accounts	\$204,040
Miscellaneous Accounts	\$152,999		
	\$204,040		\$204,040
BEAS Field Ops Class 060	\$18,000	BEAS Field Ops Class 010	\$18,000
BDS Family Support Services	\$20,000	BDS Contract for Consulting Services	\$20,000
Total	\$242,040	Total	\$242,040

EXPLANATION

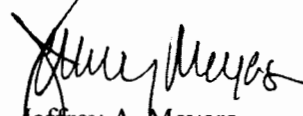
The Department of Health and Human Services is requesting authorization to transfer funds between various class lines in order to address shortfalls with anticipated surpluses within the Department's authorized budget. Based upon review of year to date expenditures, available revenues and projected expenses, the Division of Children, Youth and Families salary and benefit accounts require additional funds, due to the implementation of the Division's 24X7 initiative in response to the Independent Review for the State fiscal year ending June 30, 2017. Accounts where expected expenditures are tracking below budget are being used to transfer into the Division's accounts in order to continue to make payments for staff salaries and benefits.

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 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.
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 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,


Jeffrey A. Meyers
Commissioner

Attachments:

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

APPENDIX A										
All Accounts	Account		General Funds Only				Net		Account	
	From		From	To	Net	FF/Oth	To			
Division for Children, Youth and Families	Various	\$0	(\$75,000)	\$204,040	\$204,040	\$	554,960	Various		
Bureau of Homeless and Housing Services	Various		(\$69,041)	\$0	(\$75,000)	\$0		Various		
Bureau of Elderly & Adult Services	Various		(\$28,000)	\$18,000	(\$51,041)	(\$34,028)				
Division of Developmental Disabilities	Various		(\$69,999)	\$20,000	(\$8,000)	\$0		Various		
Office of Improvement and Integrity	Various		(\$242,040)	\$0	(\$69,999)	(\$206,021)		Various		
Total Department of Health and Human Services				\$242,040	\$0	\$	314,911			
				Net Federal Funds			\$59,375		\$59,375	
				Net Other Funds			\$255,536		\$255,536	
							\$314,911		\$314,911	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
TRANSFER OF FUNDS SFY 2017**

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. This transfer will add funds in Class 010 (Personal Services Classified), Class 012 (Personal Services Unclassified), Class 018 (Overtime) and Class 060 (Benefits). The additional funds are needed in Classes 010 and 060 due to two positions being paid from this accounting unit that were not budgeted in this accounting unit. Funds are needed in Class 012 due to the retirement payout of the DCYF Director and funds are needed in Class 018 to pay overtime for the Bridges staff that are on call for DCYF's 24/7 project. Source of funds: 39.45% Federal and 60.55% 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. This transfer will add funds in Class 010 (Personal Services Classified) and Class 018 (Overtime) due to the increased number of Child Protective Service Worker (CPSW) positions following the Independent Review and some of these positions being on call for DCYF's 24/7 project. Source of funds: 39.45% Federal, 55.00% Other and 5.55% General.

BUREAU OF HOMELESS AND HOUSING SERVICES

05-95-042-423010-79280000

Emergency Shelters

Funding in this organization represents the costs associated with the operation of the Emergency Shelter Program. Funds are available in Class 102 (Contracts for Program Services) due to lower than anticipated caseloads and thus demands on provider services. These funds will be used to help satisfy the deficit in DCYF's salary and benefit accounts. Source of Funds: 100% General Funds.

BUREAU OF ELDERLY AND ADULT SERVICES

05-95-48-480510-92500000

ADULT PROTECTIVE SERVICES

FIELD OPERATIONS

Funding in this organization represents costs associated with direct social services to elderly and incapacitated adults. Funds are needed in Class 010 (Personal Services Perm) to cover shortfalls created with the approval of a reclass/reallocation of Adult Protective Social Workers (APSWs). This shortfall will be covered within the accounting unit by an anticipated surplus in Class 060 (Benefits). Source of Funds: 10% Federal and 90% General Funds.

05-95-48-481510-78560000

MEDICAID ADMINISTRATION

Funding in this organization represents costs associated with administration of all Medicaid Services. Funds are available in Class 012 (Personal Services – Unclassified) due to the position being vacant.

These funds will be used to help satisfy the deficit in DCYF's salary and benefit accounts. Source of Funds: 40% Federal and 60% General.

BUREAU OF DEVELOPMENTAL SERVICES

05-095-093-930010-70130000

Family Support

Funding in this organization represents costs associated with the provision of Family Support services in the Community. Funds are available in Class 102 (Contracts for Program Services) as not all planned contracts were executed causing expenditures to be less than expected. Source of Funds: 100% General.

05-095-093-930010-59470000

Program Support

Funding in this organization represents costs associated with the operation of the Community Developmental Services central office within the Bureau of Developmental Services. Funds are needed in Class 102 (Contracts for Program Services) to fully fund existing contracts. Source of Funds: 100% General.

OFFICE OF IMPROVEMENT & INTEGRITY

05-095-95-950010-79350000

Improvement & Integrity

Funding in this organization represents costs associated with the audit and review of DHHS financial and medical programs, third party liability and quality assurance programs, Office of Reimbursements and Parental Reimbursement Unit and member and provider fraud.

This transfer decreases Class 102 (Contracts for Program Services) funds. These funds were budgeted for a contract that will not be put in place until SFY 2018. These funds will be used to help satisfy the deficit in DCYF's salary and benefit accounts. Source of Funds: 74.64% Federal Funds and 25.36% General Funds.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S																																																	
																			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
1	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 OF	GF	FF	FF	OF	OF																																																	
LAWSON ACCOUNTING FORMAT																																																																			
ACCOUNTING UNIT CLASS ACCOUNT																																																																			
DIVISION OF CHILDREN YOUTH AND FAMILIES																																																																			
Office of Director - DCYF																																																																			
9	010	042	29560000	000	408073	Federal Funds	\$ 115,587																																																												
10	010	042	29560000			Other Funds	\$ -																																																												
11	010	042	29560000			General Funds	\$ 177,413	\$ 177,413																																																											
12	Total Revenue																																																																		
13							\$ 293,000																																																												
14	010	042	29560000	010	500100	Personal Services Classified	\$ 131,000			\$ 79,321			\$ 51,679	\$ -	\$ 79,321																																																				
15	010	042	29560000	012	500128	Personal Services Unclassified	\$ 62,000			\$ 37,541			\$ 24,459	\$ -	\$ 37,541																																																				
16	010	042	29560000	018	500106	Overtime	\$ 15,000			\$ 9,083			\$ 5,917	\$ -	\$ 9,083																																																				
17	010	042	29560000	060	500601	Benefits	\$ 85,000			\$ 51,468			\$ 33,532	\$ -	\$ 51,468																																																				
18	Total Expense																																																																		
19							\$ 293,000				\$ 177,413																																																								
Child Protection																																																																			
21	010	042	29570000	000	408050	Federal Funds	\$ 183,837																																																												
22	010	042	29570000	007	407145	Other Funds	\$ 255,536																																																												
23	010	042	29570000			General Funds	\$ 26,627	\$ 26,627																																																											
24	Total Revenue																																																																		
25							\$ 466,000																																																												
26	010	042	29570000	010	500100	Personal Services Classified	\$ 280,000			\$ 16,304			\$ 110,460	\$ 153,236	\$ 16,304																																																				
27	010	042	29570000	018	500106	Overtime	\$ 186,000			\$ 10,323			\$ 73,377	\$ 102,300	\$ 10,323																																																				
28	Total Expense																																																																		
29							\$ 466,000				\$ 26,627																																																								
TOTAL OF DIVISION OF CHILDREN YOUTH AND FAMILIES																																																																			
30								\$ 204,040	\$ 204,040				\$ 255,536	\$ 204,040																																																					
31																																																																			
BUREAU OF HOMELESS AND HOUSING SERVICES																																																																			
Emergency Shelters																																																																			
34	010	042	79280000	000		Federal Funds	\$ 0																																																												
35	010	042	79280000			Other Funds	\$ 0																																																												
36	010	042	79280000			General Funds	\$ (75,000)	\$ (75,000)																																																											
37	010	042	79280000			General Funds	\$ (75,000)	\$ (75,000)																																																											
38	Total Revenue																																																																		
39							\$ (75,000)																																																												
40	010	042	79280000	102	500734	Contracts For Program Svcs	\$ (75,000)			\$ (75,000)			\$ 0	\$ 0	\$ (75,000)																																																				
41	Total Expense																																																																		
42							\$ (75,000)																																																												
TOTAL BUREAU OF HOMELESS AND HOUSING SERVICES																																																																			
43								\$ (75,000)	\$ (75,000)				\$ 0	\$ 0	\$ (75,000)																																																				
44																																																																			
45																																																																			
BUREAU OF ELDERLY AND ADULT SERVICES																																																																			
Field Operations																																																																			
48	010	048	92500000	000	404825	Federal Funds	\$ 0																																																												
49	010	048	92500000			Other Funds	\$ 0																																																												
50	010	048	92500000			General Funds	\$ 0																																																												
51	010	048	92500000			General Funds	\$ 0		\$ 0																																																										
52	Total Revenue																																																																		
53							\$ 0																																																												
54	010	048	92500000	010	500100	Personal Services Classified	\$ 20,000			\$ 18,000			\$ 2,000	\$ 0	\$ 18,000																																																				
55	010	048	92500000	060	500601	Benefits	\$ (20,000)			\$ (18,000)			\$ (2,000)	\$ 0	\$ (18,000)																																																				
56	Total Expense																																																																		
57							\$ 0				\$ 0																																																								
Medicaid Administration																																																																			
58	010	048	78560000	000	404596	Federal Funds	\$ (34,028)																																																												
59	010	048	78560000			Other Funds	\$ 0																																																												
60	010	048	78560000			General Funds	\$ (51,041)	\$ (51,041)																																																											
61	010	048	78560000			General Funds	\$ (85,069)	\$ (85,069)																																																											
62	Total Revenue																																																																		
63							\$ (85,069)																																																												
64	010	048	78560000	012	500128	Personal Services Unclassified	\$ (85,069)			\$ (51,041)			\$ (34,028)	\$ 0	\$ (51,041)																																																				
65	Total Expense																																																																		
66							\$ (85,069)				\$ (51,041)			\$ 0	\$ (51,041)																																																				
TOTAL ELDERLY AND ADULT SERVICES																																																																			
67								\$ (51,041)	\$ (51,041)				\$ (34,028)	\$ 0	\$ (51,041)																																																				
68								\$ (51,041)	\$ (51,041)				\$ (34,028)	\$ 0	\$ (51,041)																																																				

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Fund	Agcy	Org	Cla	Rept	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	FF	FF	OF	OF	S	
69	BUREAU OF DEVELOPMENTAL SERVICES																		
71	Family Support																		
72	010	093	70130000	000		\$0													
73	010	093	70130000		Federal Funds	\$0													
74	010	093	70130000		Other Funds	\$0													
75	010	093	70130000		General Funds	(\$28,000)	(\$28,000)												
76	Total Revenue																		
77	010	093	70130000	102	500731	(\$28,000)	(\$28,000)												
78	010	093	70130000	102	500731	(\$28,000)	(\$28,000)												
79	Total Expense																		
80	Program Support																		
81	010	093	59470000	000		\$0													
82	010	093	59470000		Federal Funds	\$0													
83	010	093	59470000		Other Funds	\$0													
84	010	093	59470000		General Funds	\$20,000	\$20,000												
85	Total Revenue																		
86	010	093	59470000	102	500731	\$20,000	\$20,000												
87	010	093	59470000	102	500731	\$20,000	\$20,000												
88	Total Expense																		
89	TOTAL BUREAU OF DEVELOPMENTAL SERVICES																		
90																			
91	OFFICE OF IMPROVEMENT & INTEGRITY																		
92	Improvement & Integrity																		
93	010	095	79350000	000	404460	(\$206,021)													
94	010	095	79350000	000	407139	\$0													
95	010	095	79350000		Federal Funds	(\$206,021)													
96	010	095	79350000		Other Funds	\$0													
97	010	095	79350000		General Funds	(\$69,999)	(\$69,999)												
98	Total Revenue																		
99	010	095	79350000	102	500731	(\$276,020)	(\$276,020)												
100	010	095	79350000	102	500731	(\$276,020)	(\$276,020)												
101	Total Expense																		
102	TOTAL OFFICE OF IMPROVEMENT & INTEGRITY																		
103																			
104																			
105																			
106																			
107	TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES																		
108																			