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**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF FAMILY ASSISTANCE**

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9474 1-800-852-3345 Ext. 9474  
FAX: 603-271-4637 TDD Access: 1-800-735-2964

Jeffrey A. Meyers  
Commissioner

Terry R. Smith  
Director

September 20, 2016

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Family Assistance to pay the American Public Human Services Association (APHS), (formerly known as the American Public Welfare Association, APWA), 1133 Nineteenth Street, NW, Suite 400, Washington, DC (vendor 168677 B001), \$14,242 for annual membership dues, effective January 1, 2017 through December 31, 2017. 34% Federal Funds and 66% General Funds.

Funding to support this request is available in the following accounts in State FY 2017.

05-95-45-450010-6125 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, DIRECTOR'S OFFICE

Fiscal Year	Class / Account	Class Title	Job Number	Amount
SFY 2017	026-500251	Organizational Dues	45000003	\$13,520
			Subtotal	\$13,520

05-95-42-423010-7927 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING-SHELTER PROGRAM

Fiscal Year	Class / Account	Class Title	Job Number	Amount
SFY 2017	026-500251	Organizational Dues	45000003	\$722
			Subtotal	\$722
			Total	\$14,242

**EXPLANATION**

These funds will be used to pay the American Public Human Services Association annual membership dues for the period January 1, 2017 through December 31, 2017.

Participation in the American Public Human Services Association benefits the State of New Hampshire. Approval of this request will enable the State to continue its participation in the Association. The Association is a national bipartisan information and advocacy group representing the needs of human social services. The work of the Association supports the entire range of programs administered by the New Hampshire Department of Health and Human Services. The Association is a

reliable and invaluable source of timely and accurate information on federal programs, federal funding, future directions, and interpretation of proposed laws and rules.

The Association represents the State before Congress and federal agencies on matters of concern to New Hampshire. With the many changes to federal programs being passed by Congress each year, it is increasingly important to have current information about those changes, their consequences and the potential impact on each state, including our own. The most accurate and readily available information is necessary for the efficient administration of our programs.

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?
  - APHSA is a bipartisan, nonprofit organization representing appointed state and local health and human service agency commissioners. APHSA was founded in 1930 as the American Public Welfare Association and changed its name to APHSA in 1997. The New Hampshire Department of Health and Human Services has been a member since 1990 and the NH Department of Health and Welfare was a member in the years prior to that.
2. Is there any other organization which provides the same or similar benefits which your agency belongs to?
  - No
3. How many other state's belong to this organization and is your agency the sole New Hampshire state agency that is a member?
  - Agencies from all 50 states are members as well as the District of Columbia and US territories. The Department is the sole New Hampshire agency belonging to the Association. All Divisions and Offices benefit from this membership.
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)
  - APHSA's dues, based on population, were reset for 2012 to reflect 2010 census data. The invoice for 2014 included a 2.5% increase approved by the APHSA board. The invoice for 2017 has not increased over 2016.
5. What benefit does the state receive from participating in this membership?
  - APHSA is the only association of the nation's top government human service executives from all 50 states, the District of Columbia, and the territories—and their key state program managers, plus hundreds of county-level directors of human services throughout the nation—for the exchange of knowledge, data, best practices, policy review and development, networking and advocacy.
6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.
  - Yes. Included in the cost are educational/research materials the Department receives including, but are not limited to, *This Week in Washington*, Legislative Summaries, Policy Papers, Testimonies, E-mail Alerts and Technical Assistance.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.
  - No
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.
  - No
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).
  - None
10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.
  - Should Governor and Council determine to deny this Request, the Department may lose its source of timely information on potential and actual changes to federal legislation. The Department may need to devote scarce resources to the development and maintenance of multiple sources for information it relies upon for the efficient management of its programs. Continuation of membership in the American Public Human Services Association is the most efficient means for procuring this needed information.

Area served: statewide.

Source of funds: Source of funds is 34% Federal Funds 66% General Funds.

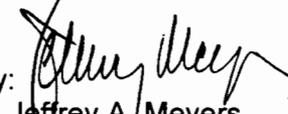
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this membership.

Respectfully submitted,



Terry R. Smith  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner



American Public Human Services Association



September 14, 2016

Invoice #: 2017-26565

Federal I.D: 36-2166948/D.U.N.S: 07-480-9344

Mr. Jeffrey Meyers, Commissioner
NH Department of Health and Human Services
129 Pleasant Street
State Office Park South
Concord, NH 03301-3852

APHSA Annual Membership Renewal Notice

Please pay by 2/1/2017

Renewal Period January 1, 2017 - December 31, 2017

PLEASE INCLUDE A COPY OF THIS INVOICE WITH ALL PAYMENTS

For questions on billing please contact Raymond Washington at rWASHINGTON@aphsa.org or (202) 682-0100 Ext. 226.

For questions about your membership benefits please contact Guy DeSilva at (202) 682-0100 ext. 280 or gdesilva@aphsa.org.

Please notify us of any changes in your agency contact information by sending an email to memberservice@aphsa.org

APHSA Member ID: 26565

Invoice #: 2017-26565

State Agency Dues

\$14,242.00

\$14,242.00

Balance Due

\$14,242.00

Make checks payable to APHSA and reference APHSA member ID on all payments.

ABA: 056001066 Account: 157106335

Credit Card Payment: MC AMEX VISA Credit Card No.

Expiration Date: Name as it appears on credit card:

Telephone No: Fax: E-mail:

THANK YOU FOR YOUR PAYMENT!

American Public Human Services Association, 1133 Nineteenth Street, NW • Suite 400 • Washington, DC 20036
Tel: (202) 682-0100 • Fax: (202) 204-0071 • www.aphsa.org <http://www.aphsa.org>

