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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION
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Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

December 8, 2020

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the NH Department of Corrections (NHDOC) to accept and expend funds in the amount of $200,000 from the NH Department of Health and Human Services (NHDHHS), to support parental educational programs for incarcerated residents. Additionally, funding will support parent-child visits and deliver social-emotional learning supports for children of incarcerated parents, upon Fiscal Committee and Governor and Executive Council approval through June 30, 2021. 100% Transfer from Other Agency (DHHS)

Funds are to be budgeted in an account, Department of Correction Grants, FCC Parental Assistance, 02-46-46-460510-80390000 as follows:

Account	Description	FY 2021 Current	Requested Action	FY 2021 Adjusted Authorized
020-500200	Current Expense	-	8,106.00	8,106.00
037-500173	Computer Hardware	-	14,282.00	14,282.00
038-500175	Computer Software	-	3,557.00	3,557.00
039-500180	Telecommunications	-	32,343.00	32,343.00
057-500531	Books	-	34,683.00	34,683.00
066-500546	Employee Training	-	9,275.00	9,275.00
070-500704	In State Travel	-	500.00	500.00
073-509074	Grants	-	42,400.00	42,400.00
102-500731	Contracts for Prog Serv	-	54,854.00	54,854.00
Total Appropriations			200,000.00	200,000.00
001-484942	Transfer From Other Agency		(200,000.00)	(200,000.00)
Total Funds			(200,000.00)	(200,000.00)

EXPLANATION

The NHDOC is requesting permission to accept and expend Parental Assistance funds administered by the NH Department of Health and Human Services, Division of Public Services. NHDOC entered into a Memorandum of Understanding with NHDHHS, approved by the Governor and Executive Council on August 26, 2020, Item #18, to provide funds from the Parental Assistance Program to support the Family Connections Centers within the NH correctional facilities to improve parental relationships for incarcerated individuals and reduce the adverse effects for the children of incarcerated parents.

Parental incarceration is considered to be an adverse childhood experience (ACE), which are known to negatively impact the health and well-being of children into adulthood. Children of incarcerated parents often experience the negative collateral consequences of incarceration which in turn, increases risk factors including social, emotional, psychological challenges, poor physical health including increased risk of early mortality. In an effort to reduce such adverse consequences, the Family Connections Center within the NH Department of Corrections was launched to provide supportive services to families affected by incarceration.

The Family Connections Center (FCC) is a Family Resource Center located within all three NH correctional facilities and the Transitional Work Center. Established in 1998, the FCC assists incarcerated mothers and fathers by enhancing existing parent-child relationships and/or creating new healthy connections with their minor children. Residents must remain disciplinary free to participate in FCC programs and activities.

The Family Connections Center provides a number of educational support programs within the institutional setting, and also works closely with state and community based agencies for external support. The Parental Assistance funding will support the expansion of current programmatic services offered and provide new services and programs to reach more families. Through the Parental Assistance support, the NHDOC Family Connections Centers will provide parental education programs to residents to promote and improve parent-child relationships during incarceration. Funds will purchase up-to-date evidence-based educational curriculums, train staff and contract additional personnel to implement curriculums and programming. Funding will further assist to increase parent-child visits, offer programming for non-English speaking residents and families, improve reentry practices, and provide support for the children of incarcerated parents to attend summer camp, by purchasing camp tuition slots. The camp tuition encompasses two weeks where the children experience traditional summer camp and visit their incarcerated parent at the prison for two separate days, where they will participate in supervised, structured activities including art projects, games and eating meals together.

The NHDOC Parental Assistance funds will allow for the expansion of the tele-visits between resident parents and their children, facilitating regular healthy parent child contact. NHDOC will replace the current tele-visit computers and equipment and expand tele-visits for mothers residing at the Shea Farm Transitional Housing Unit for women. In addition, in an effort to further enhance a connection between parents and their children, NHDOC will pilot a video program of parents reading to their child and purchase video cameras which will enable parents to send the video and books to their child(ren).

The FCC Family Fun Days festivities further promote family connections, in which children and their caregivers have safe, supervised visitation with their incarcerated parent for a day of scheduled activities within the NHDOC. Through FCC's partnership with the Children's Literacy Foundation, a storyteller is present and a book give-away event occurs. The Parental Assistance funds will provide food, decorations, and gas cards to assist with travel cost to the Family Fun Day event.

The requested appropriations are to be expended as follows:

Class 020 – Supplies	FCC brochures/marketing materials, toys and props for video visits, decorations, art/paper for newsletter, video cameras, webcams, postage to mail books and recorded videos to children
Class 037 – Computer Hardware	Laptops, monitors, keyboards, mice
Class 038 – Computer Software	Software for laptops
Class 039 – Telecommunications	Data Lines, video-conference systems, tele-conference membership fees

Class 057 – Books, Publications	Dibble Love Notes Instructor Books and Manuals/Journals/Personality profiles, parenting reentry curriculum, domestic violence guides/journals, FCC educational books/magazines
Class 066 – Employee Training	Dibble Staff Healthy Relationship training tuition and Train the Trainer
Class 070 – In State Travel	Travel for staff training
Class 073 – Grants Non-Federal	Books for children, food and crafts for Family Fun Days, gas gift cards for families, scholarships for children for Children of Incarcerated Parents (CIP) camp
Class 102 – Contracts for Program	Contract for personnel to facilitate educational programs, contract for development assistance for Choose Love curriculum

The Parental Assistance MOU agreement includes an option to extend the agreement for up to two (2) additional years, upon mutual agreement of parties, contingent upon satisfactory delivery of services, available funding, and Governor and Executive Council approval.

Source of Funds: 100% Transfer from Other Agency (General Funds at origin)

Area Served: Statewide

Respectfully Submitted,

Helen E. Hanks
Commissioner

New Hampshire Department of Corrections

Fiscal Situation FY 2021

FCC Parental Assistance Account 02-46-46-460510-80390000

Total FY 2021 Authorization	$200,000
Less Current FY 2021 Budget Authorization	0
Total Funds Available	$200,000
REQUESTED ACTION	**$200,000**

MEMORANDUM OF UNDERSTANDING BETWEEN
THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES,
DIVISION OF PUBLIC HEALTH SERVICES

AND

THE STATE OF NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

MOU-2021-DPHS-01-PAREN

1. GENERAL PROVISIONS

1.1. This Memorandum of Understanding (MOU) is between the New Hampshire Department of Health and Human Services (DHHS), Division of Public Health Services, 29 Hazen Drive, Concord, NH 03301 and the New Hampshire Department of Corrections ("DOC"), 105 Pleasant Street, Concord, New Hampshire 03301, hereinafter referred to as the "Parties."

1.2. The purpose of this MOU is to set forth the roles and responsibilities of the DHHS and the DOC regarding the use of funds from the Parental Assistance Program in order to support the Family Connections Centers in improving parental relationships for individuals incarcerated at the NH state prison and reducing the adverse childhood effects.

1.3. Senate Bill 592 of the 2018 Regular Session requires the Department of Health and Human Services to submit a yearly report to the Wellness and Primary Prevention Council on the use of the Parental Assistance funds and the outcomes they have produced.

1.4. Through these efforts, the DOC Family Connections Centers will provide parental education programs to residents of the NH Department of Corrections to support parent and child relationships during incarceration. The funds will be used to support evidence based curriculum, such as the Healthy Relationships Curriculum. Funds will be used to support updated additional evidence based education curriculum, staff training on implementing the curriculum, supports to families and children to assist with parent child visits, support programming for non-English speaking residents and families, and support children of incarcerated parents attending summer camp where they are able to experience positive interactions with other peers and social-emotional learning.

1.5. In connection with the performance of this MOU, DHHS and DOC shall comply with all applicable laws and regulations.

2. TERM

2.1. Effective date: This MOU is effective upon Governor and Executive Council approval.

2.2. Duration: The duration of this MOU is from the date of approval by the Governor and Executive Council through June 30, 2021. The parties may extend this MOU for up to two (2) years at any time by mutual written agreement, subject to the continued availability of funds, satisfactory performance of responsibilities, and approval of the Governor and Executive Council.

Modification: The parties may modify this MOU by mutual written agreement at any time, subject to the approval of the Governor and Executive Council.

2.3. Termination: Either party may unilaterally terminate this MOU upon written notice to the other party, in which case the termination shall be effective thirty (30) days after the date of that notice or at a later date specified in the notice.

3. **RESPONSIBILITIES OF THE DEPARTMENT OF CORRECTIONS**

The DOC agrees to:

3.1. Use the funding provided by the DHHS from the Parental Assistance funds to support the Family Connections Center Programs and advance overall DOC practices by providing training and education to improve parental relationships, to provide resources to support expansion of programming to non-English speaking residents and families, to make efforts in reducing adverse childhood experiences, to improve reentry practices, and to support the Children of Incarcerated Parents summer camp.

3.2. The Family Connections Center Programs will include, but is not limited to:

3.2.1. Co-parenting sessions for the incarcerated parent and the caregiver of their child.

3.2.1.1. Expanded tele-visits between the incarcerated parent and their children during the term of incarceration.

3.2.1.2. DOC will purchase items to promote interactive visits, which include but are not limited to:

3.2.1.2.1. Props

3.2.1.2.2. Educational supplies

3.2.1.2.3. Books

3.2.1.2.4. White Boards

3.2.1.3. DOC will purchase new computer equipment to assist with the increase in FCC services at DOC locations.

3.2.2. Video recordings for children of their parents reading.

3.2.2.1. DOC will purchase technology to support this effort.

3.2.3. Evidence based curriculum

3.2.3.1. DOC will purchase updated evidence based curriculums, for DOC facilities and pay for staff curriculum facilitation training.

3.3. Use funding to send DOC staff to trainings to support the mission of the Family Connections Center Program. Provide education and training for DOC staff including evidence based practices that support parents, families and children of incarcerated parents.

3.4. Use funding to provide clinical support, training and guidance to FCC staff and families to identify and help decrease adverse childhood experiences and assist with improving reentry and reunification for incarcerated parents, children and their caregivers.

3.5. Use funding to purchase resources including parenting books, magazines to support, educate and enhance the parent-child connection and healthy parenting interactions.

3.6. Use funding to support the Children of Incarcerated Parents (CIP) summer camp program.

3.6.1. Funds to support campers tuition and camp related activities.

3.7. Provide summaries on the progress of the use of funds to DHHS by the 15th of May and November of each State Fiscal Year of the contract. Any data provided in these summaries shall be aggregated and not include any personally identifiable information or other confidential information.

4. RESPONSIBILITIES OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

The DHHS agrees to:

4.1. Provide funding to the DOC to support families and the children of individuals incarcerated within the NH Department of Corrections to cultivate positive, safe and healthy family relationship and reduce adverse childhood experiences, statewide, upon receipt of approved invoices and subject to the DOC's compliance with the terms and conditions of this MOU as follows:

4.1.1. Up to a maximum of $200,000 in State Fiscal Year 2021.

5. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN DHHS AND DOC THAT:

5.1. The maximum amount of funds available for reimbursement under this MOU from the DHHS to the DOC shall not exceed $200,000 with one hundred percent (100%) of those costs covered by funds provided by General Funds.

5.2. Notwithstanding any provision of this MOU to the contrary, all obligations of the DHHS hereunder are contingent upon the availability and continued availability of General Funds. The DHHS shall not be required to transfer funds from any other source in the event that such funds become unavailable. The DHHS may adjust encumbrances between State Fiscal Years within the price limitation through the Budget Office, if needed and justified.

5.3. The DOC shall take appropriate steps to accept and expend the funds provided within the project period. The DOC agrees to submit monthly invoices to the DHHS for costs incurred. Invoices must include a description of services and associated costs.

5.3.1 Invoices shall be mailed or emailed to:

Department of Health and Human Services
Division of Public Health Services
Financial Manager
29 Hazen Drive
Concord, NH 03301
DPHSContractBilling@dhhs.nh.gov

5.4. The DHHS agrees to pay the DOC within thirty (30) days of receipt of the approved invoices.

APPROVALS

Lisa Morris
Director
Division of Public Health Services
NH Department of Health and Human Services

Date: 7/17/2020

Lori A. Shibinette
Commissioner
NH Department of Health and Human Services

Date: 7/23/2020

Nicholas Duffy
Director
Division of Community Corrections
NH Department of Corrections

Date: 7/16/2020

Helen Hanks
Commissioner
NH Department of Corrections

Date: 7/16/2020

The preceding Memorandum of Understanding, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

08/03/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Memorandum of Understanding was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting).

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title: