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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Weaver  
Interim Commissioner

Melissa A. Hardy  
Director

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January 31, 2023

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court and

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

**REQUESTED ACTION**

1. Pursuant to the provisions of RSA 9:16-c, authorize the Department of Health and Human Services, Division of Long Term Supports and Services to transfer funds in the amount of \$18,775 for the performance of work associated with the Infant - Toddler Part C Program. Effective upon Fiscal Committee and Governor and Executive Council approvals through June 30, 2023. Funding source: 100% Federal Funds.
2. Pursuant to the provisions of RSA 124:15 and contingent upon approval of Requested Action #1, authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to establish one (1) temporary full-time position, titled Program Assistant II (LG 15), to complete administrative tasks supporting the Part C Coordinator. Effective upon Fiscal Committee and Governor and Executive Council approvals through June 30, 2023. Funding source: 100% Federal Funds.

**05-95-93-930010-78520000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT, HHS: DLTSS-DEVELOPMENTAL SVCS, DIV OF DEVELOPMENTAL SVCS, INFANT  
- TODDLER PROGRAM PT-C**

Class	Description	Current Adjusted Authorized	Requested Action	Revised Adjusted Authorized
000 - 404287 - 16	Federal Funds	\$2,900,706	\$0	\$2,900,706
	General Funds	\$0	\$0	\$0
<b>Total Revenue</b>		<b>\$2,900,706</b>	<b>\$0</b>	<b>\$2,900,706</b>
010 - 500100	Personal Services Perm Clas	\$141,369	\$0	\$141,369
018 - 500106	Overtime	\$5,000	\$0	\$5,000
020 - 500200	Current Expenses	\$14,848	\$0	\$14,848
021 - 500211	Food Institutions	\$2,000	\$0	\$2,000
022 - 500248	Rents-Leases Other Than Sta	\$2,000	\$0	\$2,000
030 - 500301	Equipment New Replacement	\$4,241	\$0	\$4,241

039 - 500190	Telecommunications	\$1,500	\$0	\$1,500
041 - 500801	Audit Fund Set Aside	\$3,359	\$0	\$3,359
042 - 500620	Additional Fringe Benefits	\$16,971	\$0	\$16,971
050 - 500105	Personal Service Temp Appoi	\$30,142	\$0	\$30,142
059 - 500117	Temp Full Time	\$0	\$10,941	\$10,941
060 - 500601	Benefits	\$83,877	\$7,834	\$91,711
066 - 500546	Employee Training	\$1,000	\$0	\$1,000
070 - 500700	In State Travel Reimburseme	\$2,637	\$0	\$2,637
074 - 500585	Grants For Pub Asst And Rel	\$2,168,304	\$0	\$2,168,304
080 - 500710	Out Of State Travel Reimb	\$10,000	\$0	\$10,000
102 - 500731	Contracts For Program Services	\$123,144	\$0	\$123,144
502 - 500891	Payments To Providers	\$290,314	(\$18,775)	\$271,539
<b>Total Expenses</b>		<b>\$2,900,706</b>	<b>\$0</b>	<b>\$2,900,706</b>

#### EXPLANATION

The US Department of Education, Office of Special Education Programs (OSEP) provides annual funding to the Bureau of Family Centered Services (BFCS) to administer the Part C program for infants and toddlers with developmental delays, in New Hampshire. The FY 2023 grant is for \$2,900,706. This item is to reallocate funds to align with the approved federal budget as part of the grant plan for a temporary full-time position. The position is an allowable expense under the grant.

The Bureau for Family Centered Services identified a need for a Program Assistant II to provide administrative and data support to the Part C Coordinator. Changes in roles across the Division and increased demands for data management by OSEP, requires increasing NH's staff from two to three individuals. The state office for this program currently consists of a two-person team, which is not enough to meet the program requirements. The tasks for this proposed position were previously completed as part of the duties of Program Assistant and Data Specialist within the Bureau of Developmental Services (BDS). When staff in those positions left and job descriptions were updated, due to the demand at BDS, the positions did not account for administrative support or data management for FCESS, leaving a gap in coverage for important work.

A Program Assistant II will provide timely data entry, data reports, and material distribution, to achieve a more coordinated, accurate, and efficient program. The need for additional data management and support is also due to increased expectations of OSEP, the Department, and stakeholders. A Program Assistant II will support the Part C Coordinator's ability to analyze and make appropriate decisions for future program improvements, through the completion of administrative tasks and pulling data reports. Expertise in data management, meeting coordination and support, and communication with stakeholders and staff is needed to ensure quality, consistency, and efficiency of the state's FCESS office and the system of services for infants and toddlers with, or at risk for, developmental delays in New Hampshire. The addition of this position will support the required activity level.

The following is provided in accordance with the Budget Officer's instructional memorandum, dated April 17, 1985, in support of the requested actions:

1. Does the transfer involve continuing programs or one-time projects?  
This transfer is for the continuing Part C program.
2. Is this transfer required to maintain existing program level or will it increase program level?  
This transfer is to increase program level by providing administrative support to the Part C Coordinator.
3. Cite any requirements, which make this program necessary.  
Federally mandated Part C of Public Law (108-446 Individuals with Disabilities Education Improvement Act (IDEA) of 2004, 20 U.S.C. 1400).
4. Identify the source of funds on all account listed on this transfer.  
100% Federal Funds
5. Will there be any effect on revenue if this transfer is approved or disapproved?  
DHHS draws the revenue based on actual expenditures; the transfer will not have any effect on revenues to be drawn for actual expenditures.
6. Are funds expected to lapse is this transfer is not approved?  
No.
7. Are personal services involved?  
This transfer is intended to fund a one (1) temporary full-time position, titled Program Assistant II (LG 15), to complete administrative tasks supporting the Part C Coordinator.

Area served: Statewide.

Source of Funds: 100% Federal Funds

In the event that Federal Funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully Submitted,



Lori A. Weaver  
Interim Commissioner



*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
54 Regional Drive, Suite 5  
Concord, New Hampshire 03301

**CHARLES M. ARLINGHAUS**  
Commissioner  
(603) 271-3201

**LORRIE A. RUDIS**  
Director of Personnel  
(603) 271-3261

October 20, 2022

Ms. Christine Alexander—Human Resources Director  
Bureau of Human Services, DHHS  
129 Pleasant Street  
Concord, NH 03301

Regarding: Request to establish a full time temporary Program Assistant II, pay schedule A000 – position #9T3266.

Dear Ms. Alexander,

The Division of Personnel approves your agency's request received on 08/31/22 for the Department of Health and Human Services to establish position #9T3266 as a full-time, temporary Program Assistant II, LG15; pending approval of funding.

This position is being established in response to the Family-Centered Early Supports and Services Program (FCESS), which has steadily expanded over the past several years. The loss of staff due to retirement and/or pursuing other professional opportunities outside this program has severely impacted FCESS capacity and administrative functions.

This position will provide direct administrative support to the FCESS program and assist the Program Coordinator and staff with developing and implementing the Family Centered Early Supports and Services statewide system. This role is needed to continue the State's critical care to infants and toddlers with, or at risk for, developmental delays or disabilities and their families. Further, this position will provide essential data management, plan and coordinate training and meetings, and provide program guidance, information, and referrals.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Division of Personnel Operations Section at [CentralHRProcessing@nh.gov](mailto:CentralHRProcessing@nh.gov).

Thank you.

Sincerely,

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel  
Joanne Lydick, Administrator of Operations