



Lori A. Weaver
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

97 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-3986 1-800-852-3345 Ext. 3986
Fax: 603-271-0824 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 26, 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, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, II, authorize the Department of Health and Human Services, Office of the Commissioner to transfer funds in the amount of \$72,000 and create a new expenditure class code, effective upon approvals of the Fiscal Committee and the Governor and Executive Council through December 31, 2024 and further authorize the funds to be allocated as shown below. 38% Federal Funds; 62% General Funds.

05-095-095-952010-56830000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS; HHS: COMMISSIONERS OFFICE; LEGAL & REGULATORY SERVICES; ADMINISTRATIVE APPEALS UNIT

Class/Object	Class Title	Current Authorized Budget	This Request	Adjusted Budget
Revenue				
000-404715-16	Federal Funds	\$ 566,034.00		\$ 566,034.00
	General Funds	\$ 824,902.00		\$ 824,902.00
Total Revenue:		\$ 1,390,936.00	\$ -	\$ 1,390,936.00
Expense				
010-500100	Personal Services Perm	\$ 671,206.00	\$ -	\$ 671,206.00
020-500200	Current Expenses	\$ 7,500.00	\$ -	\$ 7,500.00
030-500301	Equipment New Replac	\$ 1,200.00	\$ -	\$ 1,200.00
041-500801	Audit Fund Set Aside	\$ 424.00	\$ -	\$ 424.00
042-500620	Additional Fringe Ben	\$ 24,359.00	\$ -	\$ 24,359.00
049-584995	Transfer to Other State	\$ -	\$ 72,000.00	\$ 72,000.00
050-500109	Part Time Temp	\$ 337,530.00	\$ (72,000.00)	\$ 265,530.00
060-500601	Benefits	\$ 344,317.00	\$ -	\$ 344,317.00
066-500544	Employee Training	\$ 2,400.00	\$ -	\$ 2,400.00
070-500704	In-State Travel	\$ 2,000.00	\$ -	\$ 2,000.00
Total Expense:		\$ 1,390,936.00	\$ -	\$ 1,390,936.00

EXPLANATION

Creation of Class 049 Transfers to Other State Agencies and the transfer of appropriation into this class is needed to fund the Memorandum of Understanding (MOU) between the Department of Health and Human Services and New Hampshire Employment Security (NHES), approved by Governor and Council on June 14, 2023, Item #10. The MOU stands to provide NHES staff to assist the Division of Administrative Appeals Unit due to the volume of work and need to respond quickly to the expiration of the public health emergency and the need to process appeals timely. This request is due to an administrative oversight. Funds were available in SFY23 for this project, but no encumbrance was created to bring the funds into SFY24. Funds are available in Class 050 Part Time Temporary to cover this obligation. Funds are expected to lapse if this transfer is not approved.

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* - Obligation granted with the MOU needs to be funded.
- B. *Does this transfer involve continuing programs or one-time projects?* One time project.
- C. *Is this transfer required to maintain existing program levels or will it increase the program?* Will allow them to meet the increased demand on the unit due to the expiration of the public health emergency.
- D. *Cite any requirements, which make this program mandatory.* Not Applicable
- E. *Identify the source of funds on all accounts listed on this transfer.* 049 Transfer to Other State Agency 38% Federal Funds; 62% General Funds. 050 Part Time Temporary 38% Federal Funds; 62% General Funds
- F. *Will there be any effect on revenue if this transfer is not approved?* No.
- G. *Are funds expected to lapse if this transfer is not approved?* Yes.
- H. *Are personnel services involved?* The MOU covers staff from NHES to assist with increased volume of appeals in the Administrative Appeals Unit.

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

Respectfully Submitted,



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