



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF THE COMMISSIONER

Lori A. Weaver
Commissioner

Morissa Henn
Deputy Commissioner

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April 29, 2024

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, Transfers Authorized, RSA 9:16-c, Transfer of Federal Grant Funds, RSA 14:30-a, VI, Additional Revenue, and RSA 9:17-a, III, Limitations, the Department of Health and Human Services is requesting authorization to transfer general funds in the amount of \$7,660,985 between various class lines, increase and decrease Federal revenues resulting in a net decrease of \$881,860, increase Other revenues in the amount of \$20,000, and create new expenditure class codes. 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, 2025.

General Funds	Transfers From	Transfers To
Division for Children, Youth & Families	(\$1,987,032)	\$6,180,665
Division of Family Assistance	(\$502,572)	\$2,572
Bureau of Child Support Services	\$0	\$0
Division of Medicaid Services	(\$210,000)	\$0
Bureau of Elderly & Adult Services	(\$16,050)	\$16,050
Division of Public Health Services	(\$658,159)	\$24,159
Glenclyff Home	(\$134,537)	\$134,537
Division for Behavioral Health	(\$81,925)	\$81,925
Bureau of Developmental Services	(\$23,138)	\$23,138
New Hampshire Hospital	(\$928,127)	\$398,500
Office of the Commissioner	(\$1,842,344)	\$229,744
Office of Improvement & Integrity	(\$375,000)	\$0
Office of Legal and Regulatory Services	(\$587,563)	\$29,837
Office of Administration	(\$34,538)	\$17,258
Office of Information Services	(\$280,000)	\$522,600
Hampstead Hospital	\$0	\$0
Total Department of Health and Human Services	(\$7,660,985)	\$7,660,985

EXPLANATION

The Department of Health and Human Services is requesting authorization to transfer funds between various class lines to address shortfalls with anticipated surpluses within the Department's authorized budget. Expenditure patterns for SFY 2024 to date have been analyzed and taken into consideration when projecting expenditures for the balance of the year. Based upon this review, the Department identified accounts requiring additional funds and other accounts with spending at rates less than budgeted. This transfer will provide for the continued efficient operation of the Department.

The attached *Appendix B, Narrative & Accounting Detail* document provides class line level detail and a corresponding Account Level descriptions detailing the business needs and rationale for all transfer actions. To supplement the detail provided in Appendix B, the following provides a high-level overview of some of the larger transfer actions which include:

- **Glenclyff Home:** Transferring \$120,000 to cover utility costs that have exceeded budgeted amounts (Accounting Unit 78920000).
- **Office of Information Services:** Transferring roughly \$242,000 of general funds to fund the contract supporting the Finance Budget Tool, which has been designed to allow the Department to more easily identify and apply earned federal revenue (Accounting Unit 59520000).
- **Division for Children, Youth and Families:** Moving approximately \$4.2 million of general funds to address personnel costs exceeding budgeted amounts. These costs are resulting from increased Youth Development Center census figures and unique populations necessitating additional staffing arrangements, as well as intensive staffing for children awaiting placement. (Accounting Units 29570000 and 66430000).
- **Office of the Commissioner:** Transferring \$210,000 to address required court ordered payments for services provided at the Judge Rothenberg Educational Center. The Department previously submitted a request to the Fiscal Committee (FIS 23-364, approved December 15, 2023) and the Governor and Executive Council (Item #6, approved December 20, 2023) for this purpose (Accounting Unit 50000000).
- **New Hampshire Hospital:** Moving \$244,000 to cover costs associated with a contract for medical services for patient care (87500000).

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?**
This transfer is required to maintain existing program levels.
- D. **Cite any requirements which make this program mandatory.**
Some programs of the Department are required by various state and federal laws.
- E. **Identify the source of funds on all accounts listed on this transfer.**
See Appendix B 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 B.
- G. **Are funds expected to lapse if this transfer is not approved?**

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Some funds that are in excess of the budget would lapse if not transferred to cover shortfalls.

H. Are personnel services involved?

Yes, the Department is moving funds among personnel class lines to address projected shortfalls in classes 010 (Personal Services-Perm. Class), 012 (Personal Services-Unclassified), 050 (Personal Service-Temp/Appoint), 059 (Temp Full Time), and 060 (Benefits).

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,



FOR

Lori A. Weaver
Commissioner

Attachments:

- Appendix A Summary of Transfers
- Appendix B Narrative & Accounting Detail

APPENDIX A						
All/Accounts General Funds	Account From	General Funds Only			Net FF/Oth	Account To
		Transfers From	Transfers To	Net		
Division for Children, Youth & Families	Various	(\$1,987,032)	\$6,180,665	\$4,193,633	\$ 2,267,864	Various
Division of Family Assistance	Various	(\$502,572)	\$2,572	(\$500,000)	\$ (2,919,310)	Various
Bureau of Child Support Services	Various	\$0	\$0	\$0	\$ -	Various
Division of Medicaid Services	Various	(\$210,000)	\$0	(\$210,000)	\$ (210,420.00)	Various
Bureau of Elderly & Adult Services	Various	(\$16,050)	\$16,050	\$0	\$ (839)	Various
Division for Public Health Services	Various	(\$658,159)	\$24,159	(\$634,000)	\$ -	Various
Glenciff Home	Various	(\$134,537)	\$134,537	\$0	\$ -	Various
Division for Behavioral Health	Various	(\$81,925)	\$81,925	\$0	\$ (1,013)	Various
Bureau of Developmental Services	Various	(\$23,138)	\$23,138	\$0	\$ 1,852	Various
New Hampshire Hospital	Various	(\$928,127)	\$398,500	(\$529,627)	\$ -	Various
Office of the Commissioner	Various	(\$1,842,344)	\$229,744	(\$1,612,600)	\$ (257,400)	Various
Office of Improvement & Integrity	Various	(\$375,000)	\$0	(\$375,000)	\$ -	Various
Office of Legal and Regulatory Svcs	Various	(\$587,563)	\$29,837	(\$557,726)	\$ 4,326	Various
Office of Administration	Various	(\$34,538)	\$17,258	(\$17,280)	\$ (4,320)	Various
Office of Information Services	Various	(\$280,000)	\$522,600	\$242,600	\$ 257,400.00	Various
Hampstead Hospital	Various	\$0	\$0	\$0	\$ -	Various
Total Department of Health and Human Services		(\$7,660,985)	\$7,660,985	\$0	\$ (861,860)	
			Net Federal Funds		(\$881,860)	(\$881,860)
			Net Other Funds		\$20,000	\$20,000
					(\$861,860)	(\$861,860)

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	Func	Obj	Cls	Prgr	Sub	Class Title	Project	Inst	Dept	Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	
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<p>DIVISION FOR CHILDREN, YOUTH AND FAMILIES</p> <p>Director's Office</p> <p>Funding in this Accounting Unit represents costs associated with the operation of the Office of the Director along with other administrative support staff. Funds are needed in Class 010 (Personal Services Perm) to cover staff payouts and new staff hired at hired rate. Funds will be moved from 32200000 class 006.</p>																						
11	010	042	3900000	000	18	400148	Federal Funds				13,802.00											
12	010	042	3900000				Other Funds															
13	010	042	3900000				General Funds				21,000.00											
14							Total Revenue				44,802.00											
15	010	042	3900000	010		800100	Personal Services Perm Class				44,802.00											
16							Total Expenses				44,802.00											
17												21,000.00										
18													13,802.00									
19														21,000.00								
20															30.6%		0.00%		89.00%		From 3220	From 006
<p>Child Protection</p> <p>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. Funds are needed in Class 010 (Personal Services Perm), Class 018 (Overtime) and Class 080 (Benefits) due to increased needs to staff SYBC and youth walking placements. Funds are available to be from AU 29570000 class 102 and AU 6127 Class 074(Grants for Pub Asst); AU 5952 Class 010 (Personal Services Perm), Class 012 (Personal Services-Unclassified) and Class 080 (Benefits); AU 7966 Class 080 (Benefits); AU 6530 Class 102 (Contracts for Programs); AU 8750 Class 080 (Benefits)</p>																						
21	018	042	3907000	000	18	400148	Federal Funds				704,388.00											
22	018	042	3907000				Other Funds															
23	018	042	3907000				General Funds				1,889,820.00											
24							Total Revenue				2,594,208.00											
25	018	042	3907000	018		800100	Personal Services Perm Class				800,000.00											
26	018	042	3907000	018		800108	Overtime				883,840.00											
27	018	042	3907000	080		800400	Benefits				800,000.00											
28	018	042	3907000	080		800405	Benefits				1,800,000.00											
29	018	042	3907000	102		800701	Contracts for Program Services				1,000,000.00											
30							Total Expenses				7,863,840.00											
31												1,889,820.00										
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<p>Child & Family Services</p> <p>Funding in this Accounting Unit represents the costs associated with the funding of services for abuse and neglect, Children in Need of Services (CHENS), and delinquents. There have been changes in how placement and services are funded. Funds are needed in Class 636 (IVE Foster Care Placements) due to increase placements being claimable to the IVE program and Class 642 (TANF MOE) due to higher than anticipated TANF claimable expenses. Funds are available in Class 643 (State General Funds Placement).</p>																						
51	018	043	3900000	000	18	401961	Federal Funds				1,750,000.00											
52	018	043	3900000	</																		

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	Fund	Obj	Prj	Subj	Acct	Acct	Class Title	Increase/Decrease	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg	Net Chg
								Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised
<p>Funding in this Accounting Unit represents costs associated with the operation of the Sununu Youth Services Center. Funds are needed in Class 010 (Personal Services Perm Class), Class 018 (Overtime) and Class 090 (Benefits) due to staff shortages. Funds are available in AU 5678 Class 10 (Personal Services Perm Class), Class 050 (Personal Services Temp), Class 059 (Temp Full Time) and Class 060 (Benefits); AU 7935 Class 10 (Personal Services Perm Class), Class 050 (Personal Services Temp), and Class 060 (Benefits); AU 5680 Class 10 (Personal Services Perm Class), Class 012 (Personal Services-Unclassified) and Class 060 (Benefits); AU 5683 Class 050 (Personal Services Temp); AU 7966 Class 10 (Personal Services Perm).</p>																					
81	010	042	66430000	000			Federal Funds	\$													
81	010	042	66430000				Other Funds	\$													
81	010	042	66430000				General Funds	\$	3,300,000.00	\$	3,300,000.00										
81	Total Revenue																				
81	Total Expenses																				
81	010	042	66430000	018	800100		Personal Services Perm Class	\$	850,000.00	\$	850,000.00										
81	010	042	66430000	018	800100		Overtime	\$	1,300,000.00	\$	1,300,000.00										
81	010	042	66430000	060	800800		Benefits	\$	450,000.00	\$	450,000.00										
81	Total Expenses																				
81	TOTAL DIVISION FOR CHILDREN, YOUTH AND FAMILIES																				
81	DIVISION OF FAMILY ASSISTANCE																				
81	Director's Office																				
<p>Funding in this Accounting Unit represents costs associated with the management and operation of the Division of Family Assistance. Funds are needed in Class 042 (Post Retirement Benefits).</p>																					
101	010	045	81750000	000	18	402800	Federal Funds	\$	30,000.00												
101	010	045	81750000				Other Funds	\$													
101	010	045	81750000				General Funds	\$	30,000.00	\$	30,000.00										
101	Total Revenue																				
101	Total Expenses																				
101	010	045	81750000	042	800600		Post Retirement Benefits	\$	30,000.00	\$	30,000.00										
101	Employment Support																				
<p>Funding in this Accounting Unit represents costs associated with the management and operation of the NH Employment Program. Funds are needed in Class 042 (Post Retirement Benefits). Funds are available in Class 074 (Grants for Pub Asst) due to contracts being procured later than anticipated and will be moved to AU 2957 Class 018 (Overtime) and Class 060 (Benefits).</p>																					
110	010	045	81770000	000	18	403719	Federal Funds	\$	(2,454,263)												
110	010	045	81770000				Other Funds	\$													
110	010	045	81770000				General Funds	\$	(600,000)	\$	(600,000)										
110	Total Revenue																				
110	Total Expenses																				
110	010	045	81770000	042	800600		Post Retirement Benefits	\$	25,000	\$	25,000										
110	010	045	81770000	074	800600		Grants for Pub Asst and Ruler	\$	(600,000.00)	\$	(600,000.00)										
110	Refugee GRANTS																				
<p>Funding in this Accounting Unit represents costs that provide cash and medical assistance for refugees resettled in NH in accordance with the Federal Refugee Act of 1980. Accepting Other Grant funds which are needed in Class 501 (Payments to Clients) to cover the increase in refugees.</p>																					
121	010	045	81730000				Federal Funds	\$	30,000.00												
121	010	045	81730000	000	88	444542	Other Funds	\$	30,000.00												
121	010	045	81730000				General Funds	\$	30,000.00	\$	30,000.00										
121	Total Revenue																				
121	Total Expenses																				
121	010	045	81730000	501	800473		Payments to Clients	\$	30,000.00	\$	30,000.00										
121	Field Operations																				
<p>Funding in this Accounting Unit represents costs associated with the eligibility staff in the district offices providing direct services to the clients of New Hampshire. Funds are available in Class 020 (Current Expenses) based off projections. Funds are needed in Class 070 (In State Travel) due to increase in conferences/trainings.</p>																					
131	010	045	79830000	000	18	402808	Federal Funds	\$	(455.00)												
131	010	045	79830000				Other Funds	\$													
131	010	045	79830000				General Funds	\$	(455.00)	\$	(455.00)										
131	Total Revenue																				
131	Total Expenses																				
131	010	045	79830000	020	800700		Current Expenses	\$	(455.00)	\$	(455.00)										
131	010	045	79830000	070	800704		In State Travel	\$	2,872.00	\$	2,872.00										
131	TOTAL DIVISION OF FAMILY ASSISTANCE																				
131	Bureau of Child Support Services																				
131	Access and Visitation																				
<p>Funding in this Accounting Unit represents the Contracts in place to provide access and visitation services in a safe environment, and mediation services for parents who experience issues regarding parental rights and responsibilities. Funds are available in Class 070 (Grants Federal) and are being transferred to establish Class 060 (Out of State Travel) to cover the expenses with an Access & Visitation Coordinators Meeting occurring in May to collaborate with other states on improving program practices.</p>																					
141	010	042	79330000	000	18	404891	Federal Funds	\$													
141	010	042	79330000				Other Funds	\$													
141	010	042	79330000				General Funds	\$													
141	Total Revenue																				
141	Total Expenses																				
141	010	042	79330000	070	800700		Grants Federal	\$	2,000	\$	2,000										
141	010	042	79330000	060	800700		Out of State Travel	\$	2,000	\$	2,000										
141	TOTAL BUREAU OF CHILD SUPPORT SERVICES																				
141	DIVISION OF MEDICAID SERVICES																				
141	Medicaid Case Management																				

A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T		U		V					
Line	Obj	Sub Obj	Account	Year	Class	Line	Amount	Est. Qtr1	Est. Qtr2	Est. Qtr3	Est. Qtr4	Est. Total	Est. Total	Transfers																																	
<p>Funding in this organization represents costs associated with the Informatics and Health Statistics program within the Division of Public Health Services. Funds are needed in Class 010 (Personal Services Perm Clas) to cover the payrate increase this fiscal year. Funds are available in Class 060 (Benefits) as expenses are less than budgeted.</p>																																															
210	000	000	13850000	000	18	40995	Federal Funds																																								
211	010	000	13850000	000	18	40995	Other Funds																																								
212	010	000	13850000	000	18	40995	General Funds																																								
213	010	000	13850000	000	18	40995	General Funds																																								
214	010	000	13850000	000	18	40995	General Funds																																								
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225	010	000	13850000	000	18	40995	General Funds																																								
226	010	000	13850000	000	18	40995	General Funds																																								
227	010	000	13850000	000	18	40995	General Funds																																								
228	010	000	13850000	000	18	40995	General Funds																																								
229	010	000	13850000	000	18	40995	General Funds																																								
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251	010	000	13850000	000	18	40995	General Funds																																								
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B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Fund	Obj	Cls	Subm	Post	Class Title	Program/	Inst Govt	Inst Govt											TO AU	To Class
			Acct	Acct		Decrease	Fund By	Fund By	OF				Transfer Amount	OF		FF	BOF	OF	FROM AU	From Class
						Amount	Obj Code	Agency	Account	BT	FF	GF	GF	GF						
Operations Support Administration																				
Funding in this Accounting Unit represents costs associated with providing an opportunity for a fair hearing to give applicants and recipients of DHS services an impartial, objective review of final actions taken in a program administered by the Department. Funds are available in Class 050 (Personal Services Temp) for use in AU9843, Class 010 (Personal Services Perm).																				
010	085	58530000	000	18	404715	Federal Funds														
010	085	58530000				Other Funds														
010	085	58530000				General Funds														
						Total Revenue														
010	085	58530000	050		800108	Personal Services Temp Appoi														
						Total Expense														
Ombudsman																				
Funding in this Accounting Unit represents costs associated with the State Ombudsman program administered by the Department. The Office of the Ombudsman responds to complaints and requests for assistance from clients, employees and the general public to resolve disagreements in matters that involve DHS. Funds are available in Class 050 (Personal Service Temp Appoint) that are needed in Class 010 (Personal Services Perm Class).																				
010	085	58850000	000	18	403808	Federal Funds														
010	085	58850000				General Funds														
						Total Revenue														
010	085	58850000	010		800100	Personal Services Perm Class														
010	085	58850000	050		800109	Personal Services Temp Appoi														
						Total Expense														
Long Term Care Ombudsman																				
Funding in this Accounting Unit represents costs associated with the State Long Term Care Ombudsman program administered by the Department, as mandated by the Older Americans Act of 1965. Funds are available in AU 58500000 Class 010 (Personal Service Perm Class) that are needed in Class 010 (Personal Services Perm Class) and Class 060 (Benefits)																				
010	085	58360000	000	18	404478	Federal Funds														
010	085	58360000				General Funds														
						Total Revenue														
010	085	58360000	010		800100	Personal Services Perm Class														
010	085	58360000	050		800109	Personal Services Temp Appoi														
						Total Expense														
TOTAL OFFICE OF LEGAL AND REGULATORY										\$ (557,728.00)	\$ (557,728.00)	\$ 4,328.00	\$ (557,728.00)							
OFFICE OF ADMINISTRATION																				
Bureau of Human Resources																				
Funding in this Accounting Unit represents costs for support of DHS management and staff in recruitment, retention, payroll % benefits administration, training and Professional development and employee relations. Funds are available in Class 066 (Employee Training) that are needed in AU 51430000, Class 048 (Transfer to Other Agency). Funds are needed to cover Class 018 (Overtime) and are available in Class 010 (Personal Services Perm Class).																				
010	085	58770000	000	18	403871	Federal Funds														
010	085	58770000				General Funds														
						Total Revenue														
010	085	58770000	010		800100	Personal Services Perm Class														
010	085	58770000	018		800108	Overtime														
010	085	58770000	088		800605	Employee Training														
						Total Expense														
TOTAL OFFICE OF ADMINISTRATION										\$ (17,280.00)	\$ (17,280.00)	\$ (4,320.00)	\$ (17,280.00)							
OFFICE OF INFORMATION SERVICES																				
BIS																				
Funding in this Accounting Unit represents staffing costs for those that support the information technology infrastructure across the Department, contracted vendor funds, and transfers to the Department of Information Technology (DoIT). Funds are needed in Class 102 (Contracts For Program Services) to fund the Finance Budget Tool and are available in AU5000. Funds are available in Class 010 (Personal Services Perm), Class 012 (Personal Services Unclassified) and Class 060 (Benefits) to be used in AU2857, Class 010 (Personal Services Perm) and Class 060 (Benefits).																				
010	085	58520000	000	18	408158	Federal Funds														
010	085	58520000	008	44	407083	Other Funds														
010	085	58520000				General Funds														
						Total Revenue														
010	085	58520000	010		800100	Personal Services Perm Class														
010	085	58520000	012		800128	Personal Services Unclassified														
010	085	58520000	060		800801	Benefits														
010	085	58520000	102		800731	Contracts for Program Services														
						Total Expense														
TOTAL OFFICE OF INFORMATION SERVICES										\$ 242,800.00	\$ 242,800.00	\$ 257,400.00	\$ 242,800.00							
HAMPSTEAD HOSPITAL																				
Funding in this Accounting Unit represents costs associated with facilities operations and support services for Hampstead Hospital. Funds are needed to create a Class 050 (Personal Service Temp Appoint) to create 4 maintenance positions that will no longer be provided by contract when it ends 8/30/24 and are available in Class 060 (Benefits) based on estimated payroll through the end of the fiscal year.																				
010	085	79480000	000	18	400338	Federal Funds														
010	085	79480000	008	88	400871	Other Funds														
010	085	79480000				General Funds														
						Total Revenue														
010	085	79480000	050		800108	Personal Services Temp Appoi														
010	085	79480000	060		800801	Benefits														
						Total Expense														
TOTAL OFFICE OF HAMPSTEAD HOSPITAL										\$	\$	\$	\$							

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Fund	Ch	Ch	Item	Item	Class Title	Proposed	Not Govt	Not Govt			FF									
			Act	Act		Disburse	Fund by	Fund by	OF		Transfer Amount									
						Agency	Org. Code	Agency	Amount	BT	FF	OF	OF		FF	OF	OF			
TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES																				
									\$ (7,840,843.00)		\$ (851,880.00)	\$ 20,000.00								