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

Lori A. Weaver  
Commissioner

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May 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, 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 \$16,006 between various class lines and increase and decrease Federal revenues resulting in a net decrease of \$0, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2025. The transfers and adjustments are summarized below and detailed in the attached worksheets.

	Transfers From	Transfers To
<b>General Funds</b>		
Office of the Commissioner	(\$1,131)	\$1,131
Office of Legal and Regulatory Services	(\$9,500)	\$9,500
Office of Administration	(\$769)	\$769
Office of Quality Assurance & Improvements	(\$4,606)	\$4,606
Total Department of Health and Human Services	<u>(\$16,006)</u>	<u>\$16,006</u>

**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.

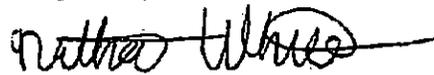
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The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

- 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?  
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), 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	Account	General Funds Only			Net	Account
General Funds	From	Transfers From	Transfers To	Net	FF/Oth	To
Office of the Commissioner	Various	(\$1,131)	\$1,131	\$0	\$0	Various
Office of Legal and Regulatory Svcs	Various	(\$9,500)	\$9,500	\$0	\$0	Various
Office of Administration	Various	(\$769)	\$769	\$0	\$0	Various
Office of Information Services	Various	(\$4,606)	\$4,606	\$0	\$0	Various
<b>Total Department of Health and Human Services</b>		<b>(\$16,006)</b>	<b>\$16,006</b>	<b>\$0</b>	<b>\$</b>	<b>-</b>
			Net Federal Funds		\$0	\$0
			Net Other Funds		\$0	\$0
					\$0	\$0

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Fund	Org	Class	Summ	Rept	Class Title	Increase/Decrease Amount	Net Gen1	Net Gen1	GF Amount	SIT	FF	Transfer Amount	GF	FF	SOF	GF	TO AU FROM AU	To Class From Class		
AWSON ACCOUNTING FORMAT																				
COMPAN	AGCY	ACCOUNTING UNIT	CLASS	ADMA BY ADPT	ACCOUNT															
<b>OFFICE OF THE COMMISSIONER</b>																				
<b>Office of Business Operations</b>																				
Funding in this Accounting Unit represents costs associated with the operation of the Office of Business Operations. Funds are available in Class 010 (Personal Services Perm Class) due to staff vacancies that are needed in Class 012 (Personal Services Unclassified).																				
12	010	095	56760000	000	16	403970	Federal Funds	\$	-											
13	010	095	56760000				General Funds	\$	-											
14	Total Revenue																			
15	010	095	56760000	010		500100	Personal Services Perm Class	\$	(2,000.00)											
16	010	095	56760000	012		500126	Personal Services Unclassified	\$	2,000.00											
17	Total Expense																			
18	010	095	56760000					\$	(1,131.00)											
19	010	095	56760000					\$	1,131.00											
20	Total Revenue																			
21	Total Expense																			
22	<b>Refugee Services</b>																			
Funding in this Accounting Unit represents costs associated with the Office of Health Equity providing programing to facilitate immigrant and refugee resettlement and integration into NH society. Funds are needed in Class 010 (Personal Services Perm Class). These funds are available in Class 060 (Benefits).																				
23	010	095	72090000	000	16	409181	Federal Funds	\$	-											
24	010	095	72090000				General Funds	\$	-											
25	Total Revenue																			
26	010	095	72090000	010		500100	Personal Services Perm Class	\$	1,000.00											
27	010	095	72090000	060		500601	Benefits	\$	(1,000.00)											
28	Total Expense																			
29	010	095	72090000					\$	-											
30	010	095	72090000					\$	1,000.00											
31	Total Revenue																			
32	Total Expense																			
33	<b>TOTAL OFFICE OF THE COMMISSIONER</b>																			
34																				
35	<b>OFFICE OF LEGAL AND REGULATORY</b>																			
36	<b>Operations Support Administration</b>																			
Funding in this Accounting Unit represents costs associated with providing an opportunity for a fair hearing to give applicants and recipients of DHHS 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 AU 56830000 Class 060 (Benefits) as well as AU66360000, Class 010 (Personal Services Perm) and Class 060 (Benefits).																				
37	010	095	56830000	000	16	404715	Federal Funds	\$	-											
38	010	095	56830000				Other Funds	\$	-											
39	010	095	56830000				General Funds	\$	-											
40	Total Revenue																			
41	010	095	56830000					\$	(2,500.00)											
42	010	095	56830000					\$	(2,500.00)											
43	Total Revenue																			
44	010	095	56830000	050		500109	Personal Services Temp Appo	\$	(8,500.00)											
45	010	095	56830000	060		500601	Benefits	\$	7,000.00											
46	Total Expense																			
47	010	095	56830000					\$	7,000.00											
48	Total Revenue																			
49	Total Expense																			
50	<b>Long Term Care Ombudsman</b>																			
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 56830000 Class 050 (Personal Service Perm Class) that are needed in Class 010 (Personal Services Perm Class) and Class 060 (Benefits)																				
51	010	095	66360000	000	16	404478	Federal Funds	\$	-											
52	010	095	66360000				General Funds	\$	2,500.00											
53	Total Revenue																			
54	010	095	66360000	010		500100	Personal Services Perm Class	\$	750.00											
55	010	095	66360000	060		500601	Personal Services Temp Appo	\$	1,750.00											
56	Total Expense																			
57	010	095	66360000					\$	1,750.00											
58	Total Revenue																			
59	Total Expense																			
60	<b>TOTAL OFFICE OF LEGAL AND REGULATORY</b>																			
61	<b>OFFICE OF ADMINISTRATION</b>																			
62	<b>DHHS District Office</b>																			
Funding in this Accounting Unit represents costs for staff in the District Offices throughout the State that perform the administrative and programmatic activities, and community relations, on behalf of employees, clients and providers. Funds are needed in Class 010 (Personal Services Perm Class) that are available in Class 060 (Benefits).																				
63	010	095	56870000	000	16	404717	Federal Funds	\$	-											
64	010	095	56870000	009	44	407085	Other Funds	\$	-											
65	010	095	56870000				General Funds	\$	-											
66	Total Revenue																			
67	010	095	56870000	010		500100	Personal Services Perm Class	\$	1,200.00											
68	010	095	56870000	060		500601	Benefits	\$	(1,200.00)											
69	Total Expense																			
70	010	095	56870000					\$	769.00											
71	010	095	56870000					\$	(769.00)											
72	Total Revenue																			
73	Total Expense																			
74	<b>TOTAL OFFICE OF ADMINISTRATION</b>																			
75	<b>QUALITY ASSURANCE &amp; IMPROVEMENTS</b>																			
76	<b>Operations</b>																			
Funding in this Accounting Unit represents costs associated with providing data-driven support that assesses the output and internal operations of the Department in its effort to assist families in achieving health and independence. Funds are available in Class 060 (Benefits) that are needed in Class 012 (Personal Services Unclassified).																				
77	010	095	66370000	000	16	404678	Federal Funds	\$	-											
78	010	095	66370000				Other Funds	\$	-											
79	010	095	66370000				General Funds	\$	-											
80	Total Revenue																			
81	010	095	66370000	012		500126	Personal Services Unclassified	\$	8,000.00											
82	010	095	66370000	060		500601	Benefits	\$	(8,000.00)											
83	Total Expense																			
84	010	095	66370000					\$	4,606.00											
85	010	095	66370000					\$	(4,606.00)											
86	Total Revenue																			
87	Total Expense																			

