



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF ECONOMIC STABILITY

Lori A. Weaver  
Commissioner

Karen E. Hebert  
Director

129 PLEASANT STREET, CONCORD, NH 03301  
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January 15, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Economic Stability, to accept and expend \$95,259 from the US Department of Agriculture – Food and Nutrition Service, to be used for the statewide outreach and enrollment assistance for New Hampshire’s Supplemental Nutrition and Assistance Program (SNAP), effective upon Governor and Executive Council approval through June 30, 2025, and authorize the allocation of these funds in the account below. 100% Federal funds.

**05-95-045-450010-61250000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS  
DEPT OF, HHS: HUMAN SERVICES-DEHS, BUREAU OF FAMILY ASSISTANCE,  
DIRECTOR’S OFFICE**

CLASS OBJ	CLASS TITLE	Current Budget	Increase/ (Decrease) Amount	Revised Modified Budget
000-403950-16	Federal Funds	\$ 3,383,231	\$ 95,259	\$ 3,478,490
003-407140-44	Agency Income	\$ -		\$ -
	General Fund	\$ 1,696,024		\$ 1,696,024
	<b>Total Revenue</b>	\$ 5,079,255	\$ 95,259	\$ 5,174,514
010-500100	Personal Services Perm	\$ 890,503		\$ 890,503
012-500128	Personal Services Unclass	\$ 263,992		\$ 263,992
018-500106	Overtime	\$ 15,080		\$ 15,080
020-500200	Current Expense	\$ 185,544		\$ 185,544
026-500251	Memberships	\$ 40,000		\$ 40,000
030-500301	Equipment	\$ 2,000		\$ 2,000
037-500173	Technology-Hardware	\$ 1		\$ 1
038-500177	Technology-Software	\$ 1		\$ 1
039-500188	Telecommunications	\$ 5,000		\$ 5,000
041-500801	Audit Set Aside	\$ 311,602	\$ 96	\$ 311,698
042-500620	Post Retirement	\$ -		\$ -
050-500109	Personal Services Temp	\$ 58,688		\$ 58,688
060-500601	Benefits	\$ 649,160		\$ 649,160
066-500543	Employee Training	\$ 500		\$ 500
070-500704	In State Travel	\$ 3,000		\$ 3,000
074-500589	Grants For Pub Asst and Rel	\$ 1,583,792		\$ 1,583,792
080-500714	Out of State Travel	\$ 54,000		\$ 54,000
102-500731	Contracts for Program Services	\$ 113,371	\$ 95,163	\$ 208,534
103-502508	Contracts for Op Services	\$ 863,020		\$ 863,020
501-500425	Payments to Clients	\$ 40,000		\$ 40,000
	<b>Total Expense</b>	\$ 5,079,255	\$ 95,259	\$ 5,174,514

ARC  
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January 15, 2025  
Page 2 of 2

**EXPLANATION**

The purpose of this request is to increase funding for statewide outreach and activities resulting in increased awareness and access to SNAP benefits, for potentially eligible New Hampshire families and individuals. Outreach includes providing information and education on eligibility requirements, application assistance, and increased overall awareness of SNAP related services and benefits.

Funds are budgeted as follows:

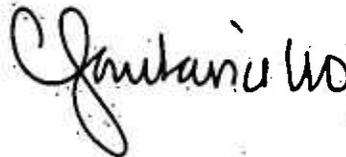
Class 041 – RSA 124:16 requires .1% to be budgeted to pay for financial and compliance audits.

Class 102 (Contracts for Program Services) - To fund the contract for the Outreach program.

Source of Funds: These funds are 100% Federal Funds.

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,



Lori A. Weaver  
Commissioner

for:



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

Northeast Region

10 Causeway St.  
Room 501  
Boston, MA 02222

December 19, 2024

Debra Sorli, Administrator IV  
Division of Economic & Housing Stability  
Department of Health & Human Services  
129 Pleasant Street  
Concord, NH 03301

Dear Ms. Sorli:

This letter grants approval of New Hampshire’s Supplemental Nutrition Assistance Program (SNAP) Outreach Plan for Federal Fiscal Year (FFY) 2025. Subject to the availability of Federal funds, we are approving the amounts specified below:

<b>Total Planned FFY 25 Costs</b>	<b>\$288,074</b>
<b>Total Federal Reimbursement</b>	<b>\$144,037</b>

The total approved budget for the plan is \$288,074, which includes a Federal reimbursement of up to \$144,037.

As a reminder, please refer to the SNAP Outreach Plan Guidance from 2017 that describes the process of a 50 percent reimbursement program. SNAP Outreach is not a match program in which every dollar of State agency funds is paired with a dollar of FNS funds to pay expenditures. It is a reimbursement program in which State agencies pay approved, reasonable and necessary administrative costs and are reimbursed for 50 percent of those expenditures by FNS.

The Federal funding is granted with the understanding that this funding supports the implementation of outreach activities to inform low-income households about the availability, eligibility requirements, application procedures and the benefits of SNAP. All expenditures associated with this funding must be reasonable and necessary to carry out the approved plan. Should FNS identify activities and costs that cannot be justified or require further clarification, FNS reserves the right to request additional documentation and/or may withhold funds for any questionable portion of activities.

All programs operating under this plan’s approval are subject to Federal review. We will notify you in advance of all review activity during the period of operations.

Please submit a final report on the FFY 2024 activities by **December 31, 2024**. A suggested report template can be found in the Outreach Guidance. Plan amendment requests for the FFY 2025 plan may be submitted up to July 1, 2025. If you have any questions or concerns, please contact Penny McGuire at 617-412-4681 or [Penny.McGuire@usda.gov](mailto:Penny.McGuire@usda.gov).

Sincerely,

**Matthew Henschel, Director  
Supplemental Nutrition Assistance Program  
Northeast Region**

**Cc: Jill Brown  
Karen E. Hebert  
Mary Calise  
Jessica Spillers  
Rebecca Beaman**