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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, 2025

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$1,433.25 as follows:

Institution:	Southern New Hampshire University 2500 N. River Rd. Manchester, NH 03106
Course Title(s):	Research Methods in Psych I
Course Date(s):	Begin: 06/09/2025 End: 08/11/2025
Employee:	Caitlin Hand
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,433.25
State Share:	\$1,433.25
Source of Funds:	Employee Training; 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services (DHHS) and Caitlin Hand by improving the overall efficiency of the employee's work. It will expand Caitlin's knowledge of social science research methods, helping this employee to better understand and interpret research, trends, and statistics as they pertain to the children and families served by the Division for Children, Youth, and Families (DCYF).

This course, *Research Methods in Psych I*, explores how to gather and analyze data, skills Caitlin can use to effectively support the workforce with current challenges. As an assessment supervisor, Caitlin is tasked with identifying trends in maltreatment and connecting families with evidence-based services and supports to mitigate harm. This course will help Caitlin to accomplish the goal of DCYF's practice model, which outlines a commitment to partnering with families and communities to provide the resources and supports needed for children to be safe. Completing this course is part of Caitlin's pursuit of a Master's Degree in Psychology.

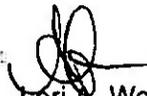
Caitlin Hand has been employed with DHHS for ten (10) years, three (3) years in the current position as a 21-1020 Social Worker-5 (Supervisor IV) with the Division for Children, Youth, and Families (DCYF). In this position, the employee is responsible for providing direct supervision to assigned Child Protective Service Workers (CPSW) who complete investigations of child abuse and neglect for the Southern District Office. Additionally, Caitlin initiates and maintains interagency and community development activities, along with analyzing supervisory reports for tracking performance and outcomes.

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. Successful completion of the courses will add to the overall strength of the Department to perform its mission for the residents of New Hampshire.

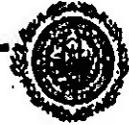
This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,


Lori A. Weaver
Commissioner

THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT



Agreement dated this 17 day of March 2025 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Caitlin Hand (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$ 1433.25, which monies shall be used for the purpose of enrolling the Recipient in: Research Methods In Psych I (course name), which course is being offered by: Southern New Hampshire University and which course shall commence on June 9 20 25 and terminate on August 11 20 25
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have herunto set their Hands on the date first above written.

RECIPIENT

(signature)

Caitlin Hand

(printed name) Caitlin Hand

NOTARY State of New Hampshire, County of Hillsborough

On this the 17 day of March 2025, before me, Hanan Askander, undersigned officer, personally appeared, Caitlin Hand (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I herunto set my hand and official seal.

Hanan Askander
Notary Public/Justice of the Peace Signature

HANAN S. ASKANDER - Notary Public
State of New Hampshire
My Commission Expires July 14, 2026

THE STATE OF NEW HAMPSHIRE

DHHS Commissioner or Designee Signature

(printed name, title) Ann H. Landry, Assoc. Commissioner

(date) 4/29/25