



**STATE OF NEW HAMPSHIRE**  
**OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

April 17, 2020

Lori Shibinette  
Commissioner  
New Hampshire Department of Health and Human Services  
129 Pleasant Street  
Concord, N.H. 03301

Dear Commissioner Shibinette,

Pursuant to my authority under RSA 21-P:43, RSA 4:45, RSA 4:47, and Executive Order 2020-04, I have approved your written request, in attachment, to take the following actions related to CARES Act emergency relief funds:

1. Transfer \$7,193,898 in general funds between various class lines, decrease Federal revenues in the amount of \$6,341,837, and decrease related other revenues in the amount of \$87,770.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Chris T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**FINANCIAL SERVICES**

Lori A. Shiblette  
Commissioner

Kerrin A. Rounds  
Chief Financial Officer

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9546 1-800-852-3345 Ext. 9546  
TDD Access: 1-800-735-2964 www.dhhs.nh.gov

April 16, 2020

His Excellency, Governor Christopher T. Sununu  
State House  
Concord, NH 03301

**REQUESTED ACTION UNDER RSA 21-P:43, RSA 4:45, RSA 4:47, & EXECUTIVE ORDER 2020-04**

Authorize the Department of Health and Human Services to transfer general funds in the amount of \$7,193,898 between various class lines, decrease Federal revenues in the amount of \$6,341,837, and decrease related Other revenues in the amount of \$87,770. The transfers and adjustments are summarized below and detailed in the attached worksheets.

All Accounts	Account	General Funds Only		Net	Net FF/Oth	Account
	From	From	To			To
Division of Family Assistance	Various	(\$450,000)	\$0	(\$450,000)	\$0	Various
Division for Client Services	Various	(\$1,000,000)	\$0	(\$1,000,000)	(\$1,310,811)	Various
Office of Medicaid Business & Policy	Various	(\$1,000,000)	\$0	(\$1,000,000)	(\$1,000,000)	Various
Bureau of Elderly & Adult Services	Various	(\$1,441,500)	\$0	(\$1,441,500)	(\$1,434,404)	Various
Office of the Commissioner	Various	(\$560,000)	\$7,193,898	\$6,633,898	(\$279,679)	Various
Office of Improvement & Integrity	Various	(\$480,000)	\$0	(\$480,000)	(\$417,850)	Various
Office of Operations Support	Various	(\$650,000)	\$0	(\$650,000)	(\$528,690)	Various
Office of Administration	Various	(\$758,400)	\$0	(\$758,400)	(\$669,864)	Various
Office of Information Services	Various	(\$854,000)	\$0	(\$854,000)	(\$788,307)	Various
Total Department of Health and Human Services		(\$7,193,898)	\$7,193,898	\$0	(\$6,429,607)	
					Net Federal Funds	(\$6,341,837)
					Net Other Funds	(\$87,770)
						(\$6,429,607)

**EXPLANATION**

The Department is transferring general funds from the accounts listed above to have these funds available to cover costs being incurred as part of the COVID-19 Public Health response.

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: As noted above, this transfer request is utilizing available general funds to address the COVID-19 Public Health response.
- B. Does this transfer involve continuing programs or one-time projects?  
This transfer involves continuing programs as well as potentially one-time projects.
- C. Is this transfer required to maintain existing program levels or will it increase the program level?  
This transfer is required to maintain existing program levels.
- D. Cite any requirements which make this program mandatory.  
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.  
All funds being transferred are 100% General funds. Funds that are being reduced are Federal funds and Other 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?  
Cannot be determined at this time.
- H. Are personnel services involved?  
No positions are being transferred as a result of this request.

Geographic area served: Statewide

Respectfully submitted,



Lori A. Shibinette  
Commissioner

*The Department of Health and Human Services' Mission is to join communities and families  
in providing opportunities for citizens to achieve health and independence.*

<b>APPENDIX A</b>						
<b>All Accounts</b>	<b>Account</b>	<b>General Funds Only</b>			<b>Net</b>	<b>Account</b>
	<b>From</b>	<b>From</b>	<b>To</b>	<b>Net</b>	<b>FF/Oth</b>	<b>To</b>
Division of Family Assistance	Various	(\$450,000)	\$0	(\$450,000)	\$0	Various
Division for Client Services	Various	(\$1,000,000)	\$0	(\$1,000,000)	(\$1,310,811)	Various
Office of Medicaid Business & Policy	Various	(\$1,000,000)	\$0	(\$1,000,000)	(\$1,000,000)	Various
Bureau of Elderly & Adult Services	Various	(\$1,441,500)	\$0	(\$1,441,500)	(\$1,434,404)	Various
Office of the Commissioner	Various	(\$560,000)	\$7,193,898	\$6,633,898	(\$279,679)	Various
Office of Improvement & Integrity	Various	(\$480,000)	\$0	(\$480,000)	(\$417,850)	Various
Office of Operations Support	Various	(\$650,000)	\$0	(\$650,000)	(\$528,690)	Various
Office of Administration	Various	(\$758,400)	\$0	(\$758,400)	(\$669,864)	Various
Office of Information Services	Various	(\$854,000)	\$0	(\$854,000)	(\$788,307)	Various
<b>Total Department of Health and Human Services</b>		<b>(\$7,193,898)</b>	<b>\$7,193,898</b>	<b>\$0</b>	<b>(\$6,429,607)</b>	
			Net Federal Funds		(\$6,341,837)	(\$6,341,837)
			Net Other Funds		(\$87,770)	(\$87,770)
					(\$6,429,607)	(\$6,429,607)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Fund	Agcy	Org	Cla	Rcpt Acct	Class Title	Increase/ Decrease Amount	Net Gen'l Fund by Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	Transfer Amount OF	GF		FF	SOF OF	GF
2																		
3																		
4	LAWSON ACCOUNTING FORMAT																	
5	COMPANY	N/A	ACCOUNTING	CLASS	ACCOUNT													
6																		
7	DIVISION OF FAMILY ASSISTANCE																	
8																		
9	Director's Office																	
10	010	045	61250000	000	403950	Federal Funds	\$ -											
11	010	045	61250000			Other Funds	\$ -											
12	010	045	61250000			General Funds	\$ (450,000)	\$ (450,000)										
13	Total Revenue						\$ (450,000)											
14																		
15	010	045	61250000	102	500731	Contracts for Program Services	\$ (450,000)			\$ (450,000)		\$ -	\$ -	\$ (450,000)		0.00%	0.00%	100.00%
16	Total Expense						\$ (450,000)				\$ (450,000)							
17																		
18																		
19																		
20	TOTAL DIVISION OF FAMILY ASSISTANCE								\$ (450,000)		\$ (450,000)	\$ -	\$ -	\$ (450,000)				
21																		
22																		

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Fund	Agcy	Org	Clas	Rcpt Acc't	Class Title	Increase/ Decrease Amount	Net Gen'l Fund By Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	Transfer Amount OF	GF		FF	SO OF	GF
23	DIVISION OF CLIENT SERVICES																	
24																		
25	Field Operations																	
26	010	045	79930000	000	403959	Federal Funds	\$ (1,310,811)											
27	010	045	79930000			Other Funds	\$ -											
28	010	045	79930000			General Funds	\$ (1,000,000)	\$ (1,000,000)										
29	Total Revenue						\$ (2,310,811)											
30																		
31	010	045	79930000	010	500100	Personal Services Perm Class	\$ (1,827,908)			\$ (700,000)		\$ (827,908)	\$ -	\$ (700,000)		57.00%	0.00%	43.00%
32	010	045	79930000	080	500801	Benefits	\$ (882,905)			\$ (300,000)		\$ (382,905)	\$ -	\$ (300,000)		58.07%	0.00%	43.93%
33	Total Expense						\$ (2,310,811)				\$ (1,000,000)							
34																		
35	Director's Office																	
36																		
37	TOTAL DIVISION OF CLIENT SERVICES									\$ (1,000,000)	\$ (1,000,000)	\$ (1,310,811)	\$ -	\$ (1,000,000)				
38																		
39																		
40	OFFICE OF MEDICAID & BUSINESS POLICY																	
41																		
42	Medicaid Administration																	
43	010	047	79370000	000	403978	Federal Funds	\$ (1,000,000)											
44	010	047	79370000			General Funds	\$ (1,000,000)	\$ (1,000,000)										
45	Total Revenue						\$ (2,000,000)											
46																		
47	010	047	79370000	102	500731	Contracts for Program Services	\$ (2,000,000)			\$ (1,000,000)		\$ (1,000,000)	\$ -	\$ (1,000,000)		50.00%	0.00%	50.00%
48	Total Expense						\$ (2,000,000)				\$ (1,000,000)							
49																		
50	TOTAL OFFICE OF MEDICAID & BUSINESS POLICY									\$ (1,000,000)	\$ (1,000,000)	\$ (1,000,000)	\$ -	\$ (1,000,000)				
51																		
52																		
53	BUREAU OF ELDERLY & ADULT SERVICES																	
54																		
55	Servicelink																	
56	010	048	95850000	000	404362	Federal Funds	\$ (439,904)											
57	010	048	95850000			Other Funds	\$ -											
58	010	048	95850000			General Funds	\$ (447,000)	\$ (447,000)										
59	Total Revenue						\$ (886,904)											
60																		
61	010	048	95850000	102	500731	Contracts for Program Services	\$ (886,904)			\$ (447,000)		\$ (439,904)	\$ -	\$ (447,000)		49.80%	0.00%	50.40%
62	Total Expense						\$ (886,904)											
63																		
64	Nursing Services																	
65	010	048	21540000	000	404362	Federal Funds	\$ (994,500)											
66	010	048	21540000			Other Funds	\$ -											
67	010	048	21540000			General Funds	\$ (994,500)	\$ (994,500)										
68	Total Revenue						\$ (1,989,000)											
69																		
70	010	048	21540000	101	500729	Medical Payments to Providers	\$ (1,492,000)			\$ (746,000)		\$ (746,000)	\$ -	\$ (746,000)		50.00%	0.00%	50.00%
71	010	048	21540000	509	500887	Other Nursing Services	\$ (497,000)			\$ (248,500)		\$ (248,500)	\$ -	\$ (248,500)		50.00%	0.00%	50.00%
72	Total Expense						\$ (1,989,000)											
73																		
74	TOTAL BUREAU OF ELDERLY & ADULT SERVICES									\$ (1,441,500)	\$ (1,441,500)	\$ (1,434,404)	\$ -	\$ (1,441,500)				
75																		
76	OFFICE OF THE COMMISSIONER																	
77																		
78	Office of Business Operations																	
79	010	095	56780000	000	404396	Federal Funds	\$ (279,679)											
80	010	095	56780000			Other Funds	\$ -											
81	010	095	56780000			General Funds	\$ 6,633,898	\$ 6,633,898										
82	Total Revenue						\$ 6,354,219											
83																		
84	010	095	56780000	010	500100	Personal Services Perm Class	\$ (467,977)			\$ (312,000)		\$ (155,977)	\$ -	\$ (312,000)		33.33%	0.00%	66.67%
85	010	095	56780000	080	500602	Benefits	\$ (371,702)			\$ (248,000)		\$ (123,702)	\$ -	\$ (248,000)		33.28%	0.00%	66.72%
86	010	095	56780000	103	502664	Contracts for Operational Svc	\$ 7,193,898			\$ 7,193,898		\$ -	\$ -	\$ 7,193,898		0.00%	0.00%	100.00%
87	Total Expense						\$ 6,354,219				\$ 6,633,898							
88																		
89	TOTAL COMMISSIONER'S OFFICE									\$ 6,633,898	\$ 6,633,898	\$ (279,679)	\$ -	\$ 6,633,898				
90																		
91																		



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Fund	Agcy	Org	Clas	Rcpt Acc't	Class Title	Increase/ Decrease Amount	Net Gen'l Fund by Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	Transfer Amount OF	GF		FF	SOF OF	GF
2																		
3																		
92	OFFICE OF IMPROVEMENT & INTEGRITY																	
93																		
94	010	095	79350000	000	404480	Federal Funds	\$ (412,345)											
95	010	095	79350000	007	407139	Other Funds	\$ (5,508)											
96	010	095	79350000			General Funds	\$ (480,000)	\$ (480,000)										
97	Total Revenue						\$ (897,850)											
98																		
99	010	095	79350000	010	500100	Personal Services Perm Class	\$ (429,425)			\$ (230,000)		\$ (195,990)	\$ (3,435)	\$ (230,000)		45.64%	0.80%	53.56%
100	010	095	79350000	050	500109	Personal Services Temporary	\$ (188,679)			\$ (100,000)		\$ (88,679)	\$ -	\$ (100,000)		47.00%	0.00%	53.00%
101	010	095	79350000	060	500831	Benefits	\$ (278,748)			\$ (150,000)		\$ (127,678)	\$ (2,070)	\$ (150,000)		45.84%	0.74%	53.62%
102	Total Expense						\$ (897,850)				\$ (480,000)							
103																		
104	TOTAL OFFICE OF IMPROVEMENT & INTEGRITY									\$ (480,000)	\$ (480,000)	\$ (412,345)	\$ (5,508)	\$ (480,000)				
105																		
106																		
107	OFFICE OF PROGRAM SUPPORT																	
108																		
109	Legal Services																	
110	010	095	56800000	000	404717	Federal Funds	\$ (476,280)											
111	010	095	56800000	003	407234	Other Funds	\$ (52,410)											
112	010	095	56800000			General Funds	\$ (650,000)	\$ (650,000)										
113	Total Revenue						\$ (1,178,690)											
114																		
115	010	095	56800000	010	500100	Personal Services Perm Class	\$ (637,174)			\$ (350,000)		\$ (258,374)	\$ (28,800)	\$ (350,000)		40.55%	4.52%	54.83%
116	010	095	56800000	060	500601	Benefits	\$ (541,516)			\$ (300,000)		\$ (217,908)	\$ (23,610)	\$ (300,000)		40.24%	4.38%	55.40%
117	Total Expense						\$ (1,178,690)				\$ (650,000)							
118																		
119	TOTAL LEGAL AND REGULATORY									\$ (650,000)	\$ (650,000)	\$ (476,280)	\$ (52,410)	\$ (650,000)				
120																		
121	OFFICE OF ADMINISTRATION																	
122																		
123																		
124	Management Support Facilities																	
125																		
126	010	095	56850000	000	404718	Federal Funds	\$ (640,010)											
127	010	095	56850000	001	404928	Other Funds	\$ (28,854)											
128	010	095	56850000			General Funds	\$ (758,400)	\$ (758,400)										
129	Total Revenue						\$ (1,428,264)											
130																		
131	010	095	56850000	020	500200	Current Expenses	\$ (783,567)			\$ (412,000)		\$ (341,714)	\$ (29,854)	\$ (412,000)		43.61%	3.81%	52.58%
132	010	095	56850000	022	500255	Rents-Leases Other Than Stat	\$ (500,000)			\$ (248,400)		\$ (253,600)	\$ -	\$ (248,400)		50.72%	0.00%	49.28%
133	010	095	56850000	023	500291	Utilities	\$ (144,697)			\$ (100,000)		\$ (44,697)	\$ -	\$ (100,000)		30.89%	0.00%	69.11%
134	Total Expense						\$ (1,428,264)				\$ (758,400)							
135																		
136	TOTAL OFFICE OF ADMINISTRATION									\$ (758,400)	\$ (758,400)	\$ (640,010)	\$ (28,854)	\$ (758,400)				
137																		
138																		

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Fund	Agcy	Org	Clas	Rcpt Acct	Class Title	Increase/ Decrease Amount	Net Gen'l Fund by Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	Transfer Amount OF	GF		FF	SOF OF	GF
139	OFFICE OF INFORMATION SERVICES																	
140																		
141	010	095	59520000	000	408159	Federal Funds	\$ (788,307)											
142	010	095	59520000			Other Funds	\$ -											
143	010	095	59520000			General Funds	\$ (854,000)	\$ (854,000)										
144	Total Revenue						\$ (1,842,307)											
145																		
146	010	095	59520000	027	582703	Transfer to DoIT	\$ (1,842,307)			\$ (854,000)		\$ (788,307)	\$ -	\$ (854,000)		48.00%	0.00%	52.00%
147	Total Expense						\$ (1,842,307)				\$ (854,000)							
148																		
149	TOTAL OFFICE OF INFORMATION SERVICES								\$ (854,000)		\$ (854,000)	\$ (788,307)	\$ -	\$ (854,000)				
150																		
151																		
152																		
153	TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES								\$ (0)		\$ 720,750	\$ (6,341,837)	\$ (87,770)	\$ 0				