

## Department Appropriation Summary

### Historical Data

### Agency Request and Executive/Legislative Recommendation

Appropriation	2011-2012		2012-2013		2012-2013		2013-2014						2014-2015					
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Legislative	Pos	Agency	Pos	Executive	Pos	Legislative	Pos
1DE Various Building Construction	3,533,285	0	7,648,900	0	7,688,100	0	7,648,900	0	7,648,900	0	7,648,900	0	7,648,900	0	7,648,900	0	7,648,900	0
414 Consolidated Cost	646,289	0	821,500	0	821,500	0	821,500	0	821,500	0	821,500	0	821,500	0	821,500	0	821,500	0
896 Division of Administrative Services	29,443,011	305	29,940,595	291	34,556,971	338	34,087,022	332	34,350,428	332	34,350,428	332	34,100,082	332	34,363,488	332	34,363,488	332
898 Social Srvs Blk Grant-Fed	0	0	139,733	0	139,733	0	139,733	0	139,733	0	139,733	0	139,733	0	139,733	0	139,733	0
C99 Client Specific Emergency Services-Cash	0	0	120,000	0	120,000	0	120,000	0	120,000	0	120,000	0	120,000	0	120,000	0	120,000	0
<b>NOT REQUESTED FOR THE BIENNIUM</b>																		
58G ARRA of 2009	8,111,327	0	500,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>41,733,912</b>	<b>305</b>	<b>39,170,728</b>	<b>291</b>	<b>43,326,304</b>	<b>338</b>	<b>42,817,155</b>	<b>332</b>	<b>43,080,561</b>	<b>332</b>	<b>43,080,561</b>	<b>332</b>	<b>42,830,215</b>	<b>332</b>	<b>43,093,621</b>	<b>332</b>	<b>43,093,621</b>	<b>332</b>

Funding Sources		%		%		%		%		%		%		%		%		%	
Fund Balance	4000005	5,442,393	11.7	4,933,565	12.5			367,809	0.9	367,809	0.9	367,809	0.9	0	0.0	0	0.0	0	0.0
General Revenue	4000010	11,158,735	23.9	11,086,659	28.0			11,268,689	29.1	11,366,225	29.1	11,366,225	29.1	11,272,669	29.1	11,370,205	29.1	11,370,205	29.1
Federal Revenue	4000020	12,009,045	25.7	12,743,988	32.2			12,814,298	33.1	12,925,405	33.1	12,925,405	33.1	12,821,229	33.1	12,932,336	33.1	12,932,336	33.1
Cash Fund	4000045	0	0.0	120,000	0.3			120,000	0.3	120,000	0.3	120,000	0.3	120,000	0.3	120,000	0.3	120,000	0.3
Merit Adjustment Fund	4000055	235,400	0.5	154,008	0.4			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Federal Funds-ARRA	4000244	0	0.0	25,000	0.1			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Reimbursement	4000425	11,135,784	23.9	3,583,144	9.1			7,281,091	18.8	7,281,091	18.7	7,281,091	18.7	7,648,900	19.7	7,648,900	19.6	7,648,900	19.6
Various Program Support	4000730	6,686,120	14.3	6,892,173	17.4			6,907,307	17.8	6,962,070	17.8	6,962,070	17.8	6,909,456	17.8	6,964,219	17.8	6,964,219	17.8
Total Funds		46,667,477	100.0	39,538,537	100.0			38,759,194	100.0	39,022,600	100.0	39,022,600	100.0	38,772,254	100.0	39,035,660	100.0	39,035,660	100.0
Excess Appropriation/(Funding)		(4,933,565)		(367,809)				4,057,961		4,057,961		4,057,961		4,057,961		4,057,961		4,057,961	
Grand Total		41,733,912		39,170,728				42,817,155		43,080,561		43,080,561		42,830,215		43,093,621		43,093,621	

Administrative Services (58G) Appropriation was established through the authority of the Miscellaneous Federal Program Act.

## **Analysis of Budget Request**

**Appropriation:** 1DE - Various Building Construction

**Funding Sources:** DHR - Human Services Renovation Fund

The Various Building Construction appropriation is for the purpose of construction, acquisition, renovation, maintenance, repair and equipping facilities of the Department of Human Services and for paying disallowances cited by the federal government. Facilities are those operated by the Divisions of Developmental Disabilities-Human Development Centers; Behavioral Health-Arkansas State Hospital and Arkansas Health Center; and Youth Services-Youth Services Centers and Wilderness Camps.

Funding for this appropriation is from the Human Services Renovation Fund and is derived from three sources. Federal reimbursement received by the Department. General revenue transferred from these three (3) Divisions with an annual maximum of five million dollars. Other funds may be utilized as determined to be available. At the request of the Director of the Department of Human Services and upon certification of the availability of such funds, the Chief Fiscal Officer of the State shall initiate the necessary transfer documents to reflect the transfer on the books of record of the Treasurer of State, the Auditor of State, the Chief Fiscal Officer of the State and the Department. Arkansas Code Annotated §19-5-1020 was amended by Act 1537 of 1999 to require that transfers into the Renovation Fund must be submitted to and receive approval from the Chief Fiscal Officer of the State, the Governor and the Legislative Council prior to the effective date of the transfer. This appropriation is centralized within the DHS Director's purview in order that the needs of the Department can be prioritized, however, maintained by the Division of Administrative Services. Expenditures for this appropriation are contingent upon available funding provided from within the Department.

The Agency Base Level and total request for this appropriation is \$7,648,900 each year of the biennium.

The Executive Recommendation provides for the Agency Request.

The Legislative Recommendation concurs with the Executive Recommendation.

**Appropriation Summary**

**Appropriation:** 1DE - Various Building Construction  
**Funding Sources:** DHR - Human Services Renovation Fund

Commitment Item		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
		Actual	Budget	Authorized	Agency	Executive	Legislative	Agency	Executive	Legislative
Construction	5090005	3,533,285	7,648,900	7,688,100	7,648,900	7,648,900	7,648,900	7,648,900	7,648,900	7,648,900
Total		3,533,285	7,648,900	7,688,100	7,648,900	7,648,900	7,648,900	7,648,900	7,648,900	7,648,900

  

Funding Sources										
Fund Balance	4000005	5,442,393	4,933,565		367,809	367,809	367,809	0	0	0
Reimbursement	4000425	3,024,457	3,083,144		7,281,091	7,281,091	7,281,091	7,648,900	7,648,900	7,648,900
Total Funding		8,466,850	8,016,709		7,648,900	7,648,900	7,648,900	7,648,900	7,648,900	7,648,900
Excess Appropriation/(Funding)		(4,933,565)	(367,809)		0	0	0	0	0	0
Grand Total		3,533,285	7,648,900		7,648,900	7,648,900	7,648,900	7,648,900	7,648,900	7,648,900

Reimbursements are from Other funds that may be utilized as determined to be available.

## **Analysis of Budget Request**

**Appropriation:** 414 - Consolidated Cost

**Funding Sources:** MCC - Consolidated Cost Revolving Fund

The Division of Administrative Services is responsible for the centralized purchasing of postage, forms printing, and warehouse storage for the Department. Purchases are made through this appropriation with funding transferred from the respective Divisions to the Consolidated Cost Revolving Fund.

Funding for this appropriation, as indicated as various program support, is revenue transferred based on cost allocation derived from the program to which funds are assigned and can be a mix of funding sources such as general revenue, federal revenue, other revenue and/or a combination of each.

The Agency Base Level and total request for this appropriation is \$821,500 each year of the biennium.

The Executive Recommendation provides for the Agency Request.

The Legislative Recommendation concurs with the Executive Recommendation.

## Appropriation Summary

**Appropriation:** 414 - Consolidated Cost

**Funding Sources:** MCC - Consolidated Cost Revolving Fund

Commitment Item		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
		Actual	Budget	Authorized	Agency	Executive	Legislative	Agency	Executive	Legislative
Operating Expenses	5020002	646,289	821,500	821,500	821,500	821,500	821,500	821,500	821,500	821,500
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>646,289</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>
<b>Funding Sources</b>										
Various Program Support	4000730	646,289	821,500		821,500	821,500	821,500	821,500	821,500	821,500
<b>Total Funding</b>		<b>646,289</b>	<b>821,500</b>		<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
<b>Grand Total</b>		<b>646,289</b>	<b>821,500</b>		<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>	<b>821,500</b>

## **Analysis of Budget Request**

**Appropriation:** 896 - DHS–Admin Paying Account

**Funding Sources:** PWP - Administration Paying

The Division of Administrative Services was created by the combining of the Division of Management Services and the Division of Finance in the spring of 1994. The DHS Director merged the two Divisions for the purpose of streamlining administrative functions, reducing the administrative costs, aligning associated functions operating independently and strengthening internal controls. This configuration has provided the program divisions a central point of contact regarding administrative issues. The goal of the merger was improved communications, cooperation and coordination between administrative functions and decreased positions in the Division.

The Division of Administrative Services has two (2) distinct areas of designation: Finance and Administration and Office Systems and Technology from which support services are provided to the other DHS Division staff, consumers and providers.

### **Office of Finance and Administration**

Responsibilities include employee recruitment, applicant testing, classification and compensation, personnel file maintenance and personnel policy development and interpretation. Staff development is provided through this office and offers professional and personal growth and development courses available to all employees. Financial support services encompasses grant development, purchase of services, maintenance and monitoring of contract and grant obligated funds, management of state owned/leased property, construction and maintenance, payroll, accounts payable, budget/banking, cost accounting/research and statistics, reporting and forecasting, funds and grants management and accounts receivable.

### **Office of Systems and Technology**

Technical services, program applications, support services and administrative services related to information/data systems is provided through staff and a contractual arrangement.

Funding for this appropriation includes general revenues (DAS - Department of Human Services Administration Fund Account), federal and other funds. The federal funds are derived from support services allocated through cost allocation and social service block grant federal funds. Other funding which is indicated as various program support is derived through cost allocation and can also include M&R proceeds.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

The Agency Base Level request for this appropriation is \$30,029,061 in FY2014 and \$30,042,121 in FY2015 with 291 budgeted base level positions.

The Agency Change Level request for this appropriation is \$4,057,961 each year of the biennium with no new general revenue, and reflects the following:

- Restoration of forty-one (41) positions that are authorized but not budgeted with salary and matching appropriation due to internal needs and to assist program Divisions when there is a need to provide services to individuals.
- \$655,102 each year of the biennium is requested for the Operating Expenses line item for rent of facilities and meals.
- \$10,780 each year of the biennium is requested for the Conference and Travel Expenses line item due to increased involvement in the National Association of Human Services Financial Officers.
- \$1,755,521 each year of the biennium is requested for the Professional Fees line item for continuing support of the going paperless projects.

Additionally, the agency is requesting to discontinue the American Recovery and Reinvestment Act (ARRA) line item. ARRA funds will expire in FY2013.

The Executive Recommendation provides for the Agency Request.

The Legislative Recommendation concurs with the Executive Recommendation.

## Appropriation Summary

**Appropriation:** 896 - DHS-Admin Paying Account

**Funding Sources:** PWP - Administration Paying

Commitment Item		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
		Actual	Budget	Authorized	Agency	Executive	Legislative	Agency	Executive	Legislative
Regular Salaries	5010000	11,943,354	11,682,254	14,358,321	12,882,107	13,095,874	13,095,874	12,892,707	13,106,474	13,106,474
<b>#Positions</b>		<b>305</b>	<b>291</b>	<b>338</b>	<b>332</b>	<b>332</b>	<b>332</b>	<b>332</b>	<b>332</b>	<b>332</b>
Extra Help	5010001	7,840	64,480	64,480	64,480	64,480	64,480	64,480	64,480	64,480
<b>#Extra Help</b>		<b>3</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
Personal Services Matching	5010003	3,794,516	4,082,664	4,695,491	4,632,835	4,682,474	4,682,474	4,635,295	4,684,934	4,684,934
Overtime	5010006	481	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Operating Expenses	5020002	2,913,110	2,844,898	3,104,383	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
Conference & Travel Expenses	5050009	19,671	19,220	20,000	30,000	30,000	30,000	30,000	30,000	30,000
Professional Fees	5060010	8,771,130	9,244,479	10,311,696	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	30,276	0	0	0	0	0	0	0	0
Data Processing Services	5900044	1,962,633	1,967,600	1,967,600	1,967,600	1,967,600	1,967,600	1,967,600	1,967,600	1,967,600
ARRA of 2009	5900052	0	25,000	25,000	0	0	0	0	0	0
<b>Total</b>		<b>29,443,011</b>	<b>29,940,595</b>	<b>34,556,971</b>	<b>34,087,022</b>	<b>34,350,428</b>	<b>34,350,428</b>	<b>34,100,082</b>	<b>34,363,488</b>	<b>34,363,488</b>

Funding Sources										
General Revenue	4000010	11,158,735	11,086,659		11,268,689	11,366,225	11,366,225	11,272,669	11,370,205	11,370,205
Federal Revenue	4000020	12,009,045	12,604,255		12,674,565	12,785,672	12,785,672	12,681,496	12,792,603	12,792,603
Merit Adjustment Fund	4000055	235,400	154,008		0	0	0	0	0	0
Federal Funds-ARRA	4000244	0	25,000		0	0	0	0	0	0
Various Program Support	4000730	6,039,831	6,070,673		6,085,807	6,140,570	6,140,570	6,087,956	6,142,719	6,142,719
<b>Total Funding</b>		<b>29,443,011</b>	<b>29,940,595</b>		<b>30,029,061</b>	<b>30,292,467</b>	<b>30,292,467</b>	<b>30,042,121</b>	<b>30,305,527</b>	<b>30,305,527</b>
Excess Appropriation/(Funding)		0	0		4,057,961	4,057,961	4,057,961	4,057,961	4,057,961	4,057,961
<b>Grand Total</b>		<b>29,443,011</b>	<b>29,940,595</b>		<b>34,087,022</b>	<b>34,350,428</b>	<b>34,350,428</b>	<b>34,100,082</b>	<b>34,363,488</b>	<b>34,363,488</b>

ARRA of 2009 appropriation and/or positions have been removed from Base Level and are not requested for the 2013 – 2015 Biennium.

## **Analysis of Budget Request**

**Appropriation:** 898 - DHS-Grants Paying Account

**Funding Sources:** PWE - Grants Paying

The Division of Administrative Services administers the social services block grant (SSBG). The Office of Community Services, Administration for Children and Families, U. S. Department of Health and Human Services is responsible for the administration of the grant program at the federal level with grants made directly to the State. Grant amounts are determined by a statutory formula based on individual state population. Up to 10 percent of block grant funds are allowed to be transferred to other block grant programs for support of health services, health promotion and disease prevention campaigns, and low-income home energy assistance.

Under the provisions of the block grant, each state has the authority to determine the most appropriate social services for the state's citizens. Included are services such as assistance to individuals and families to become more independent relative to financial support and personal care, family maintenance and avoidance of institutional care. These services are rendered through contracts with community programs across the state to provide services to people with developmental disabilities, mental illness, the elderly, and children. The agency has elected to allocate the majority of the SSBG funds to various divisions within the Department and other departments in state government - Workforce Education, Rehabilitation Services and Spinal Cord Commission thus eliminating the need for the majority of this appropriation. Each of the DHS divisions and other departments certify the funds in the respective division/department and budget for utilization of these funds.

Funding for this appropriation is 100% federal funds and is provided under Title XX of the Social Security Act (Omnibus Budget Reconciliation Act of 1981 as amended, P.L. 97-35; Jobs Training Bill, P.L. 98-8; P.L. 98-473; Medicaid and Medicare Patient and Program Act of 1987; Omnibus Budget Reconciliation Act of 1987, P.L. 100-203; Family Support Act of 1988, P.L. 100-485; Omnibus Budget Reconciliation Act of 1993, P.L. 103-66; 42 U.S.C. 1397 et seq.).

The Agency Base Level and total request for this appropriation is \$139,733 each year of the biennium.

The Executive Recommendation provides for the Agency Request.

The Legislative Recommendation concurs with the Executive Recommendation.

**Appropriation Summary**

**Appropriation:** 898 - DHS-Grants Paying Account

**Funding Sources:** PWE - Grants Paying

Commitment Item		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
		Actual	Budget	Authorized	Agency	Executive	Legislative	Agency	Executive	Legislative
Grants and Aid	5100004	0	139,733	139,733	139,733	139,733	139,733	139,733	139,733	139,733
Total		0	139,733	139,733	139,733	139,733	139,733	139,733	139,733	139,733

Funding Sources										
Federal Revenue	4000020	0	139,733		139,733	139,733	139,733	139,733	139,733	139,733
Total Funding		0	139,733		139,733	139,733	139,733	139,733	139,733	139,733
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		0	139,733		139,733	139,733	139,733	139,733	139,733	139,733

## **Analysis of Budget Request**

**Appropriation:** C99 - Client Specific Emergency Services–Cash

**Funding Sources:** 120 - Client Specific Emergency Services-Cash

This appropriation is a contingency for immediate, short term and specific client emergencies such as shelter, food or transportation. Federal social services block grant funds would be utilized should payments be necessary. There were no expenditures made under this appropriation in FY2012 and \$120,000 is budgeted in FY2013.

The Agency Base Level and total request for this appropriation is \$120,000 each year of the biennium.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

The Legislative Recommendation concurs with the Executive Recommendation.

**Appropriation Summary**

**Appropriation:** C99 - Client Specific Emergency Services–Cash

**Funding Sources:** 120 - Client Specific Emergency Services-Cash

Commitment Item		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
		Actual	Budget	Authorized	Agency	Executive	Legislative	Agency	Executive	Legislative
Purchase of Services	5900043	0	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Total		0	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000

Funding Sources										
Cash Fund	4000045	0	120,000		120,000	120,000	120,000	120,000	120,000	120,000
Total Funding		0	120,000		120,000	120,000	120,000	120,000	120,000	120,000
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		0	120,000		120,000	120,000	120,000	120,000	120,000	120,000