



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF THE DIRECTOR**  
1509 West Seventh Street, Suite 401  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-2242  
Fax: (501) 682-1029  
<http://www.state.ar.us/dfa>

**D.4**

May 31, 2013

Senator Bruce Maloch, Co-Chair  
Representative Stephen Meeks, Co-Chair  
Performance Evaluation & Expenditure Review Committee  
Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

RE: Transfer for the Department of Human Services

Dear Co-Chairs:

Enclosed for your review is a request from the Department of Human Services for appropriation transfers for various divisions of the Department under the authority of Section 17 (d) of Act 1377 of 2013. This is the first request for Reallocation of Resources for FY2014 from a limit of two requests annually.

This transfer will provide adjustments to the Department of Human Services' authorizations for Fiscal Year 2014 needed for the operational requirements of various divisions within the Department.

This request has my approval as Chief Fiscal Officer of the State and is submitted for your review.


Sincerely,

A handwritten signature in black ink, appearing to read "R. Weiss".

Richard Weiss  
Director

RAW:jds

Attachment(s)



**STATE OF ARKANSAS**  
**MIKE BEEBE**  
**GOVERNOR**

May 29, 2013

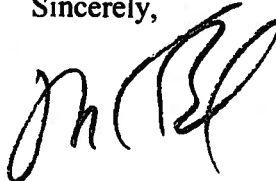
Mr. John Selig, Director  
Department of Human Services  
Donaghey Plaza South, Slot #S201  
Seventh and Main Streets  
Little Rock, AR 72201

Dear Mr. Selig:

In accordance with Section 17(d) of Act 1377 of 2013, I am notifying Richard Weiss, Chief Fiscal Officer of the State, of my approval for you to request the Fiscal Year 2014 transfer items in your letter dated May 06, 2013 providing for the operational needs of various divisions within the Department of Human Services.

Upon the approval of the Chief Fiscal Officer of the State, your requests will be submitted to the PEER Subcommittee of the Arkansas Legislative Council for review.

Sincerely,



Mike Beebe

MB:brs:nf



**Arkansas Department  
of Human Services  
Office of the Director**



P.O. Box 1437, Slot S-201 Little Rock, AR 72203-1437 • 501-682-8650 • Fax: 501-682-6836 • TDD: 501-682-8933

May 06, 2013

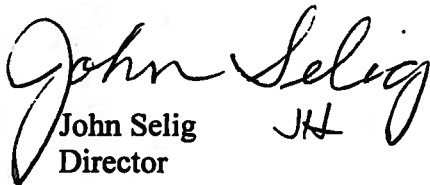
The Honorable Mike Beebe  
Governor  
State Capitol, Room 250  
Little Rock, AR 72201

Dear Governor Beebe:

The Department of Human Services is submitting the first Reallocation of Resources Request for Fiscal Year 2014 for your approval. The request includes Appropriation and Position transfers. Justification for the request is included with the attachments.

Thank you for your assistance. Please feel free to call me if you need additional information.

Sincerely,

  
John Selig  
Director

JS:DC:cwl  
Attachments



**Arkansas Department  
of Human Services  
Office of the Director**



P.O. Box 1437, Slot S-201 Little Rock, AR 72203-1437 • 501-682-8650 • Fax: 501-682-6836 • TDD: 501-682-8933

May 06, 2013

Mr. Richard A. Weiss, Director  
Department of Finance and Administration  
Post Office Box 3278  
Little Rock, AR 72203-3278

Dear Mr. Weiss:

The Department of Human Services is submitting the first Reallocation of Resources Request for Fiscal Year 2014 for your approval. The request includes Appropriation and Position transfers. Justification for the request is included with the attachments.

Thank you for your assistance. Please feel free to call me if you need additional information.

Sincerely,

  
John Selig  
Director

JS:DC:cwl  
Attachments

**DEPARTMENT OF HUMAN SERVICES  
TRANSFER REQUEST SUMMARY  
FISCAL YEAR 2014**

DIRECTOR'S OFFICE	POLICY & LEGAL SERVICES	AGING & ADULT SERVICES	CHILDREN & FAMILY SERVICES	CHILD CARE SERVICES	BEHAVIORAL HEALTH SERVICES	MEDICAL SERVICES	COUNTY OPERATIONS	ADMIN. SERVICES	DEV. DISABILITIES SERVICES	SERVICES FOR THE BLIND	COMMUNITY SERVICES	YOUTH SERVICES	TOTAL
							(158,000)						(158,000)
							158,000						158,000
							299,580						299,580
							(299,580)						(299,580)
<b>A. TOTAL</b>													
	628,911							(628,811)					0
	282,747							(247,915)	(14,832)				0
	123,591							(123,591)					0
	0	1,015,149	0	0	0	0	0	(1,000,317)	(14,832)	0	0	0	0
<b>B. TOTAL</b>													
	0	0	0	0	0	0	0	0	0	0	0	0	0
	(1)				(3)			(17)	(1)				(22)
	19	1				1			1				
	18	1			(3)	1		(17)	1				22
<b>Authority-Section 17(d), Act 1377 of 2013</b>													

PREPARED BY DFA - OFFICE OF BUDGET  
29-May-13

**Attachment 1: Transfer Listing**

Summary	FROM						TO					
	Item No.	Division	Funds Center	Cmmtmt Item	Fund	Qtr	Amount	Division	Fund Center	Cmmtmt Item	Fund	Qtr
<b>Appropriation Transfers</b>												
A	DAS		896	501:00:00	PWP5000	B	628,811	OPLS	896	501:00:00	PWP1500	1
B	DAS		896	501:00:03	PWP5000	B	247,915	OPLS	896	501:00:03	PWP1500	1
C	DAS		896	502:00:02	PWP5000	B	129,591	OPLS	896	502:00:02	PWP1500	1
D	DDS		896	501:00:03	PWP5500	B	14,832	OPLS	896	501:00:03	PWP1500	1
E	DCO		896	501:00:00	PWP4500	B	156,000	DCO	896	501:00:01	PWP4500	1
F	DCO		897	S10:00:04	PWD7600	B	299,580	DCO	896	502:00:02	PWP4500	1
<b>Fund Transfers</b>												
<b>Position Transfers</b>												
G	Administrative Services							Office of Policy & Legal Services				
H	Administrative Services							Office of Policy & Legal Services				
I	Administrative Services							Office of Policy & Legal Services				
J	Administrative Services							Office of Policy & Legal Services				
K	Administrative Services							Office of Policy & Legal Services				
L	Administrative Services							Office of Policy & Legal Services				
M	Administrative Services							Office of Policy & Legal Services				
N	Administrative Services							Office of Policy & Legal Services				
O	Administrative Services							Office of Policy & Legal Services				
P	Administrative Services							Office of Policy & Legal Services				
Q	Administrative Services							Office of Policy & Legal Services				
R	Administrative Services							Office of Policy & Legal Services				
S	Administrative Services							Office of Policy & Legal Services				
T	Administrative Services							Office of Policy & Legal Services				
U	Administrative Services							Office of Policy & Legal Services				
V	Administrative Services							Office of Policy & Legal Services				
W	Administrative Services							Office of Policy & Legal Services				
X	Disabilities Services							Office of Policy & Legal Services				
Y	Office of Policy & Legal Services							Office of Policy & Legal Services				
Z	Behavioral Health							Office of Policy & Legal Services				
a	Behavioral Health							Office of Policy & Legal Services				
b	Behavioral Health							Office of Policy & Legal Services				



DEPARTMENT OF HUMAN SERVICES  
TRANSFER REQUEST SUMMARY  
Fiscal Year 2014

Request # 13 June 4, 2013 APPROPRIATION TRANSFERS (A) Within Division	Director's Office	Policy & Legal Services	Aging	Children & Family	Child Care	Behavioral Health	Medical Services	County Operations	Admin Services	Developmental Disabilities	Services for Blind	Community Services	Youth Services	TOTAL
Regular Salaries Extra Help Personal Svcs Matching Overtime Maint & Gen Operations Conference Fees & Travel Prof. Fees & Services Purchase of Services Voc. Data Processing Voc. Data Training Voc. Data Trainers PT144500 / 642 Maint & Gen Operations PT144500 / 642 Prof. Fees & Services								(156,000) 356,000 299,580						(156,000) 156,000 299,580
Grants PME9300 / 898 PME9000 / 898 PME9100 / 898 DCF1100 / 882 DCF2600 / 883 DCF6200 / 857 2ANN / FWP0700 1ET / MDA0100 1EN / MHS0100 Regular Salaries 1EN / MHS0100 Personal Services Matching 1EN / MHS0100 Maint & Gen Operations 1EN / MHS0100 Grants / Aids 193 / DBA8600 PWF3000 / 890 PMD7600 / 897 PMD8600 / 897 653 / PVP0100 898 / PME6000 2RB / DYS0200 2CZ / DYS0300 2BA / TTS0100								(299,580)						(299,580)
(A) Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(B) Between Divisions		638,811							(628,811)					
Regular Salaries Extra Help Personal Services Matching Maint & Gen Operations Conf. Fees & Travel Prof. Fees & Services Capital Outlay PMP5000 / 586		262,747 223,591							(247,915) (123,591)	(14,832)				
DCF2600 / 883 PME9100 / 898 PME9100 - CH52 DBA9600 / 193 PWF0300 / 890 MDA0100 / 1ET PWF0700 / 2MN PWF1300 / 409 PWF2300 / 410 PWF5200 / 426 CH52 PME5000 / 898 DYS0200 / 788 DYS0200 / 77H		1,015,149 1,015,149							(1,000,317) (1,000,317)	(14,832) (14,832)				
(B) Sub-Total	0	1,015,149	0	0	0	0	0	0	(1,000,317)	(14,832)	0	0	0	0
TOTAL APPROF TRANSFERS	0	1,015,149	0	0	0	0	0	0	(1,000,317)	(14,832)	0	0	0	0
FUND TRANSFERS														
POSITION TRANSFERS														
TOTAL POSITION TRANSFERS		(1)				(3)	1	0	(17)	(1)	0	0	0	(22)
Transfers IN		19				18	1	0	1	1	0	0	0	22
Transfers OUT		18				18	1	0	1	1	0	0	0	22

8



**Department of Human Services  
Office of Policy and Legal Services  
Reallocation of Resources Request Detail - Fiscal Year 2014**

**APPROPRIATIONS**

FROM		TO				Amount	Type		
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item			Fund	Qtr
896	501 00:00	PWP5000	4	896	501 00:00	PWP1500	4	628,811.00	vii) Redirecting internal resources
896	501 00:03	PWP5000	4	896	501 00:03	PWP1500	4	247,915.00	vii) Redirecting internal resources
896	501 00:03	PWP5500	4	896	501 00:03	PWP1500	4	14,832.00	vii) Redirecting internal resources
896	502 00:02	PWP5000	4	896	502 00:02	PWP1500	4	123,591.00	vii) Redirecting internal resources

**FUNDS**

FROM		TO		Amount	Type
Title	Division	Title	Division		

**POSITIONS**

FROM Division	Position		Code	Title	New Position Number (assigned by OPM)	Type
	Number	Division				
DAS	22098099		R038C	Human Resources Assistant		vii) Redirecting internal resources
DAS	22098622		R024C	Assistant Personnel Manager		vii) Redirecting internal resources
DAS	22100095		G210C	DHS Program Specialist		vii) Redirecting internal resources
DAS	22109853		G178C	Policy Development Coordinator		vii) Redirecting internal resources
DAS	22111766		R014C	Personnel Manager		vii) Redirecting internal resources
DAS	22111943		A089C	Program/Field Auditor		vii) Redirecting internal resources
DAS	22103302		G210C	DHS Program Specialist		vii) Redirecting internal resources
DAS	22076605		R026C	Civil Rights/Employee Relations Coord		vii) Redirecting internal resources
DAS	22097897		G210C	DHS Program Specialist		vii) Redirecting internal resources
DAS	22098855		C056C	Administrative Specialist III		vii) Redirecting internal resources
DAS	22098873		C037C	Administrative Analyst		vii) Redirecting internal resources
DAS	22099445		R026C	Civil Rights/Employee Relations Coord		vii) Redirecting internal resources
DAS	22100838		R026C	Civil Rights/Employee Relations Coord		vii) Redirecting internal resources
DAS	22102138		R026C	Civil Rights/Employee Relations Coord		vii) Redirecting internal resources
DAS	22109652		C056C	Administrative Specialist III		vii) Redirecting internal resources
DAS	22111679		R008C	DHS Employee Relations Manager		vii) Redirecting internal resources
DAS	22122560		R026C	Civil Rights/Employee Relations Coord		vii) Redirecting internal resources
DDS	22099584		L008N	DHS Director of Policy & Legal Services		vii) Redirecting internal resources
DBHS	22099084		L003C	Psychologist		vii) Redirecting internal resources

9

Department of Human Services  
Office of Policy and Legal Services  
Reallocation of Resources Request Detail - Fiscal Year 2014

**Justification:**

Donor Division (From Transfers):

Recipient Division ( To Transfers):

The Office of Chief Counsel is requesting the transfer in of 19 positions 17 from the Division of Administration Services and 1 from Division of Developmental Disabilities Services and 1 from the Division of Behavioral Health. This is in support of a re-organization within the Department of Human Services that includes a policy unit and the civil rights/grievance office and a child welfare supervisor under the Office of Chief Counsel. The re-organization is to insure all legal matters are in one office. Hence, The Office of Chief Counsel will now be referred to as the 'Office of Policy and Legal Services'.

Prepared by: GT. J. Beams 5/7/13  
Signature Date

Submitted by: [Signature] 5/7/13  
Signature Date

**Department of Human Services  
 Division of Aging and Adult Services  
 Reallocation of Resources Request Detail - Fiscal Year 2014**

<b>Appropriations</b>				<b>TO</b>			
<b>FROM</b>		<b>Funds Center</b>		<b>Commitment Item</b>		<b>Amount</b>	
Funds Center	Commitment Item	Fund	Qtr	Fund	Qtr	Amount	Type

<b>Funds</b>		<b>TO</b>	
<b>FROM</b>		<b>Amount</b>	
Title	Division	Title	Division

<b>Positions</b>		<b>Position</b>		<b>To:</b>		<b>New Position Number</b>	
<b>FROM</b>		<b>Title</b>		<b>Division</b>		<b>(assigned by OPM)</b>	
Division	Code	Number	Title	Division	DAAS	Number	Type
OCC	G047C	22109653	Attorney Specialist	DAAS			vii). Redirecting internal resources

**Department of Human Services  
Division of Aging and Adult Services  
Reallocation of Resources Request Detail - Fiscal Year 2014**

**Justification:**

Donor Division (From Transfers):

Request transfer of one (1) Attorney Specialist from under the Office of Policy and Legal Services to the Division of Aging and Adult Services.

Recipient Division ( To Transfers):

The Office of the Public Guardian is responsible for making critical decisions which ensure the health, welfare and safety of persons who are court appointed to the protection of the Office of the Public Guardian. Additionally, the Office acts as Guardian of Estate to approximately 80% of the current 240 wards, requiring the Office to execute complex estate management activities. At times, the guardian must establish trusts so that wards may qualify for Medicaid. Bank accounts must be maintained, tax returns filed, and property sold. Duties flowing from guardianship of the estate require more work than any aspect of guardianship of the person, except placement changes. The increased referrals have exceeded the capacity of the Office to respond timely to new referrals and to properly oversee the multiple duties of the Office, including critical quality assurance and oversight for safety and health. Excessive travel obligations for court appearances in all 75 counties diminishes the capacity of the Office to fulfill its statutory obligations and to serve the best interests of our wards. This position is essential to comply with Court orders. Without this position, there is a greater risk of the Office being held in contempt of court as well as placing vulnerable impaired persons in jeopardy of having critical medical, housing and social supports delayed. The duties of this position cannot be dispersed and absorbed by existing staff members.

Prepared by:

  
Debra Hope, CFO

Submitted by:

  
Director

**Department of Human Services  
 Division of: Medical Services  
 Reallocation of Resources Request Detail - Fiscal Year 2014**

**Appropriations**

<b>FROM</b>		<b>TO</b>			<b>Amount</b>	<b>Type</b>
<b>Funds Center</b>	<b>Commitment Item</b>	<b>Funds Center</b>	<b>Commitment Item</b>	<b>Qtr</b>		

**Funds**

<b>FROM</b>		<b>TO</b>		<b>Amount</b>	<b>Type</b>
<b>Title</b>	<b>Division</b>	<b>Title</b>	<b>Division</b>		

**Positions**

<b>FROM</b>		<b>Position</b>		<b>To:</b>		<b>New Position Number (assigned by OPM)</b>	<b>Type</b>
<b>Division</b>	<b>Number</b>	<b>Code</b>	<b>Title</b>	<b>Division</b>	<b>Medical Services</b>		
Behavioral Health Services	22143294	L003C	PSYCHOLOGIST				vii) Redirecting internal resources

**Department of Human Services  
Division of: Medical Services  
Reallocation of Resources Request Detail - Fiscal Year 2014**

**Justification:**

Donor Division (From Transfers):

Recipient Division ( To Transfers):

The Division of Medical Services requests the transfer of one position, a Psychologist, grade C127, from Division of Behavioral Health Services. This position is for the support of the Behavioral Health Unit in DMS. This position is necessary to oversee the changes in the Payment Improvement Initiative related to Behavioral Health and to incorporate the many changes taking place in Health Care Innovation.

Prepared by:

*Christina Conner*

Date

Submitted by:

*Emily Allen*

Director

Date

**Department of Human Services  
 Division of County Operations  
 Reallocation of Resources Request Detail - Fiscal Year 2014**

Appropriations		FROM		TO		Amount	Type
		Commitment Item	Fund	Funds Center	Commitment Item		
886	501:00:00	PWP4500	886	501:00:01	PWP4600	1	156,000.00 vii. Redirecting internal resources
887	510:00:04	PWD7800	886	502:00:02	PWP4600	1	299,580.00 vii. Redirecting internal resources

Funds		IO		Amount	Type
Title	Division	Title	Division		

Positions		FROM		TO		New Position Number (assigned by OPM)	Type
Division	Code	Number	Position Title	Division			

**Department of Human Services  
Division of County Operations  
Reallocation of Resources Request Detail - Fiscal Year 2014**

**Justification:**

Donor Division (From Transfers):

Recipient Division ( To Transfers):

The Division of County Operations requests to transfer \$156,000 in unbudgeted appropriation from Commitment item 00 - Salaries to Commitment item 01 - Extra Help for use in local county offices. The Division is experiencing increased workloads and several transition issues which require a need to hire eligibility workers and clerical staff on a temporary basis to provide direct services.

The Division of County Operations requests to redirect a total of \$289,580 in unbudgeted appropriation from Transitional Employment Assistance Cash Assistance - Character 04 to Character 02 - Maintenance and Operations to address costs associated with county office facilities. This will allow the Division to spend federal matching funds.

Prepared by:

Melissa Dean  
Signature

4/26/13  
Date

Submitted by:

[Signature]  
Signature

4/26/13  
Date



**Department of Human Services  
Division of Developmental Disabilities Services  
Reallocation of Resources Request Detail - Fiscal Year 2014**

<b>Appropriations</b>				<b>TO</b>			
<b>FROM</b>		<b>Funds Center</b>		<b>Commitment Item</b>		<b>Fund</b>	
Funds Center	Commitment Item	Fund	Qtr	Fund	Qtr	Amount	Type

<b>Funds</b>		<b>TO</b>	
<b>FROM</b>		<b>Division</b>	
Title	Division	Title	Amount

<b>Positions</b>		<b>Position</b>		<b>To:</b>		<b>New Position Number</b>	
<b>FROM</b>		<b>Division</b>		<b>Division</b>		<b>(assigned by DFM)</b>	
Division	Number	Code	Title	Division	Code	Amount	Type
DBHS	22100780	SD31C	Skilled Tradesman	DDS			vi). Redirecting internal resources

**Department of Human Services**  
**Division of Developmental Disabilities Services**  
**Reallocation of Resources Request Detail - Fiscal Year 2014**

**Justification:**

Transfer one (1) position, with associated appropriation for salary and fringe, from the Division of Behavioral Health Services to the Division of Developmental Disabilities Services to be used in the maintenance department at the Arkadelphia Human Development Center.

Prepared by

*Richard L. Sumner* 5/8/13

Submitted by:

*[Signature]*

Director

9/8/13