

MEMORANDUM



**DATE:** November 4, 2013  
**TO:** Members of the House Appropriations Committee  
**FROM:** Mary Ann Cleary, Director *MAC*  
**RE:** Administrative Transfer Package 2013-12

Attached are administrative transfers proposed by the State Budget Office in a letter dated October 25, 2013. Pursuant to section 393 of the Management and Budget Act, an administrative transfer may be disapproved within 30 days of notification of the transfers and, if disapproved within that time period, the transfers do not become effective. This transfer package is scheduled to be considered by the House Appropriations Committee on Wednesday, November 13, 2013.

*As shown in the attached table, the transfers in this package total \$60.6 million, which will shift 0.12% of total appropriations within the existing FY 2012-13 year-to-date state budget.*

If you have questions about the transfers generally, please contact me. If you have questions about an individual transfer, please contact the HFA analyst assigned to that budget area. We can be reached at 373-8080.

Attachment

# ADMINISTRATIVE TRANSFER PACKAGE

 Mary Ann Cleary, Director Margaret Alston, Transfer Coordinator Compiled by Tumai Burris, Budget Assistant	<b>Summary Sheet</b>  SBO LETTER: 2013-12 October 25, 2013		
Department	Analyst	Page	Total Transfer
Human Services	Kevin Koorstra	1-8	\$60,620,000
<b>Total</b>			<b>\$60,620,000</b>

**FY 2012-13 Administrative Transfers: Request 2013-12**

<b>Budget</b>	<b>Year-to-Date Total Approps</b>	<b>Standard Transfers (Within Existing Budget)</b>						<b>TOTAL</b>	<b>% of Budget Shifted</b>
		<b>IDG</b>	<b>Federal</b>	<b>Local</b>	<b>Private</b>	<b>Restricted</b>	<b>GF/GP</b>		
Human Services	6,167,035,000		60,620,000				60,620,000	0.98%	
<b>TOTAL*</b>	<b>\$48,546,797,400</b>	<b>\$0</b>	<b>\$60,620,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,620,000</b>	<b>0.12%</b>	

\*Including budget areas not affected by transfers.

## ADMINISTRATIVE TRANSFER

BUDGET AREA: **HUMAN SERVICES**  
 FISCAL YEAR: **2012-13**  
 TRANSFER AMOUNT: **\$500,000**

S.B.O. LETTER: **10/25/13**  
 S.B.O. REQUEST: **2013-12**  
 ANALYST: **Kevin Koorstra**

TRANSFER ITEMS	Y-T-D AUTH.	Y-T-D EXPEND. & ENCUMB. AS OF 10/25/13	BALANCE AVAILABLE AS OF 10/25/13	GOV'S REC. 10/25/13	HOUSE ACTION	SENATE ACTION
<b>FROM: SEC. 107. CHILD WELFARE SERVICES</b>						
Child welfare first line supervisors	38,651,400	37,464,951	1,186,449	(500,000)		
Funding source:						
Social security act, temporary assistance for needy families	16,062,100	15,084,404*	977,696*	(500,000)		
<b>TO: SEC. 107. CHILD WELFARE SERVICES</b>						
Child welfare first line supervisors	38,651,400	37,464,951	1,186,449	500,000		
Funding source:						
Total other federal revenues	8,495,700	10,658,174*	(2,162,474)*	500,000		

This transfer request aligns federal financing with anticipated claims. Line is also adjusted through other transfer items in the legislative transfer request to fully align appropriations with anticipated claims. The TANF authorization is sent to the executive operations CSS&M line.

\*Year-to-date (YTD) expenditures, encumbrances, and balances by revenue source are estimates.

## ADMINISTRATIVE TRANSFER

BUDGET AREA: **HUMAN SERVICES**  
 FISCAL YEAR: **2012-13**  
 TRANSFER AMOUNT: **\$500,000**

S.B.O. LETTER: **10/25/13**  
 S.B.O. REQUEST: **2013-12**  
 ANALYST: **Kevin Koorstra**

TRANSFER ITEMS	Y-T-D AUTH.	Y-T-D EXPEND. & ENCUMB. AS OF 10/25/13	BALANCE AVAILABLE AS OF 10/25/13	GOV'S REC. 10/25/13	HOUSE ACTION	SENATE ACTION
<b>FROM: SEC. 102. EXECUTIVE OPERATIONS</b>						
Contractual services, supplies, and materials	13,010,700	12,975,065	35,635	(500,000)		
Funding source:						
Total other federal revenues	7,706,800	5,990,348*	1,716,452*	(500,000)		
<b>TO: SEC. 102. EXECUTIVE OPERATIONS</b>						
Contractual services, supplies, and materials	13,010,700	12,975,065	35,635	500,000		
Funding source:						
Social security act, temporary assistance for needy families	686,900	1,183,649*	(496,749)*	500,000		

This transfer request aligns federal financing with anticipated claims. Line is also adjusted through other transfer items in the legislative transfer request to fully align appropriations with anticipated claims. The TANF authorization comes from the child welfare 1<sup>st</sup> line supervisor line item.

\*Year-to-date (YTD) expenditures, encumbrances, and balances by revenue source are estimates.

## ADMINISTRATIVE TRANSFER

BUDGET AREA: **HUMAN SERVICES**  
 FISCAL YEAR: **2012-13**  
 TRANSFER AMOUNT: **\$27,300,000**

S.B.O. LETTER: **10/25/13**  
 S.B.O. REQUEST: **2013-12**  
 ANALYST: **Kevin Koorstra**

TRANSFER ITEMS	Y-T-D AUTH.	Y-T-D EXPEND. & ENCUMB. AS OF 10/25/13	BALANCE AVAILABLE AS OF 10/25/13	GOV'S REC. 10/25/13	HOUSE ACTION	SENATE ACTION
<b>FROM: SEC. 111. CENTRAL SUPPORT ACCOUNTS</b>						
Payroll taxes and fringe benefits	421,180,200	419,016,164	2,164,036	(27,300,000)		
Funding source:						
Total other federal revenues	185,860,300	154,817,362*	31,042,938*	(27,300,000)		
<b>TO: SEC. 111. CENTRAL SUPPORT ACCOUNTS</b>						
Payroll taxes and fringe benefits	421,180,200	419,016,164	2,164,036	27,300,000		
Funding source:						
Social security act, temporary assistance for needy families	83,017,900	109,439,276*	(26,421,376)*	27,300,000		

This transfer request increases federal TANF authorizations to offset other federal revenue authorization that DHS was not able to claim in the payroll taxes and fringe benefit line item. Federal claims are based on employee responses to DHS' random motion survey that identifies the activities performed and the types of cases supervised (e.g. child welfare IV-E cases, food assistance cases, or other public assistance cases). Line is also adjusted through other transfer items in the legislative transfer request to fully align appropriations with anticipated claims. The TANF authorization comes from the family independence program, emergency services local office allocations, and child protection and permanency line items.

\*Year-to-date (YTD) expenditures, encumbrances, and balances by revenue source are estimates.

## ADMINISTRATIVE TRANSFER

BUDGET AREA: **HUMAN SERVICES**  
 FISCAL YEAR: **2012-13**  
 TRANSFER AMOUNT: **\$21,500,000**

S.B.O. LETTER: **10/25/13**  
 S.B.O. REQUEST: **2013-12**  
 ANALYST: **Kevin Koorstra**

TRANSFER ITEMS	Y-T-D AUTH.	Y-T-D EXPEND. & ENCUMB. AS OF 10/25/13	BALANCE AVAILABLE AS OF 10/25/13	GOV'S REC. 10/25/13	HOUSE ACTION	SENATE ACTION
<b>FROM: SEC. 112. PUBLIC ASSISTANCE</b>						
Family independence program	238,816,400	215,806,646	23,009,754	(21,500,000)		
Funding source:						
Social security act, temporary assistance for needy families	106,273,500	84,263,730*	22,009,770*	(21,500,000)		
<b>TO: SEC. 112. PUBLIC ASSISTANCE</b>						
Family independence program	238,816,400	215,806,646	23,009,754	21,500,000		
Funding source:						
Total other federal revenues	0	0*	0*	21,500,000		

This transfer request moves federal TANF authorization from the family independence program (FIP) line item to the payroll taxes and fringe benefit line item. TANF authorization is available because FIP caseloads are below the May caseload consensus projection. HFA's fund sourcing estimates assume that the other federal revenue transferred to the FIP line will not be expended.

\*Year-to-date (YTD) expenditures, encumbrances, and balances by revenue source are estimates.

## ADMINISTRATIVE TRANSFER

BUDGET AREA: **HUMAN SERVICES**  
 FISCAL YEAR: **2012-13**  
 TRANSFER AMOUNT: **\$500,000**

S.B.O. LETTER: **10/25/13**  
 S.B.O. REQUEST: **2013-12**  
 ANALYST: **Kevin Koorstra**

TRANSFER ITEMS	Y-T-D AUTH.	Y-T-D EXPEND. & ENCUMB. AS OF 10/25/13	BALANCE AVAILABLE AS OF 10/25/13	GOV'S REC. 10/25/13	HOUSE ACTION	SENATE ACTION
<b>FROM: SEC. 112. PUBLIC ASSISTANCE</b>						
Emergency services local office allocations	16,092,600	11,780,394	4,312,206	(500,000)		
Funding source:						
Social security act, temporary assistance for needy families	7,907,100	6,169,097*	1,738,003*	(500,000)		
<b>TO: SEC. 112. PUBLIC ASSISTANCE</b>						
Emergency services local office allocations	16,092,600	11,780,394	4,312,206	500,000		
Funding source:						
Total other federal revenues	0	0*	0*	500,000		

This transfer request moves federal TANF authorization from the emergency services local office allocations line item to the payroll taxes and fringe benefit line item. TANF authorization is available because this line item has a gross balance of \$4.3 million. HFA's fund sourcing estimates assume that the other federal revenue transferred to this line will not be expended. Line is also adjusted through other transfer items in the legislative transfer request.

\*Year-to-date (YTD) expenditures, encumbrances, and balances by revenue source are estimates.

## ADMINISTRATIVE TRANSFER

BUDGET AREA: **HUMAN SERVICES**  
 FISCAL YEAR: **2012-13**  
 TRANSFER AMOUNT: **\$5,300,000**

S.B.O. LETTER: **10/25/13**  
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 ANALYST: **Kevin Koorstra**

TRANSFER ITEMS	Y-T-D AUTH.	Y-T-D EXPEND. & ENCUMB. AS OF 10/25/13	BALANCE AVAILABLE AS OF 10/25/13	GOV'S REC. 10/25/13	HOUSE ACTION	SENATE ACTION
<b>FROM: SEC. 106. CHILDREN'S SERVICES</b>						
Child protection and permanency	14,889,700	10,643,238	4,246,462	(5,300,000)		
Funding source:						
Social security act, temporary assistance for needy families	14,359,300	9,670,426*	4,688,874*	(5,300,000)		
<b>TO: SEC. 106. CHILDREN'S SERVICES</b>						
Child protection and permanency	14,889,700	10,643,238	4,246,462	5,300,000		
Funding source:						
Total other federal revenues	530,400	972,812*	(442,412)*	5,300,000		

This transfer request moves federal TANF authorization from the child protection and permanency line item to the payroll taxes and fringe benefit line item. TANF authorization is available because the line item has a gross balance of \$4.2 million and is \$6.0 million less than the line's original enacted authorization. HFA's fund sourcing estimates assume that the \$5.3 million in other federal revenue transferred to this line will not be entirely expended.

\*Year-to-date (YTD) expenditures, encumbrances, and balances by revenue source are estimates.

## ADMINISTRATIVE TRANSFER

BUDGET AREA: **HUMAN SERVICES**  
 FISCAL YEAR: **2012-13**  
 TRANSFER AMOUNT: **\$2,510,000**

S.B.O. LETTER: **10/25/13**  
 S.B.O. REQUEST: **2013-12**  
 ANALYST: **Kevin Koorstra**

TRANSFER ITEMS	Y-T-D AUTH.	Y-T-D EXPEND. & ENCUMB. AS OF 10/25/13	BALANCE AVAILABLE AS OF 10/25/13	GOV'S REC. 10/25/13	HOUSE ACTION	SENATE ACTION
<b>FROM: SEC. 114. ONE-TIME BASIS ONLY</b>						
State employee lump-sum payments	11,046,500	9,890,406	1,156,094	(2,510,000)		
Funding source:						
Total other federal revenues	7,104,100	4,113,295*	2,990,805*	(2,510,000)		
<b>TO: SEC. 114. ONE-TIME BASIS ONLY</b>						
State employee lump-sum payments	11,046,500	9,890,406	1,156,094	2,510,000		
Funding source:						
Social security act, temporary assistance for needy families	0	2,247,311*	(2,247,311)*	2,510,000		

This transfer request aligns federal TANF claims between the state employee lump-sum payments and field staff, salary and wages line items. Federal claims are based on employee responses to DHS' random motion survey that identifies the activities performed and the types of cases supervised (e.g. child welfare IV-E cases, food assistance cases, or other public assistance cases). TANF was not allocated to the lump-sum payment line in the enacted budget.

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## ADMINISTRATIVE TRANSFER

BUDGET AREA: **HUMAN SERVICES**  
 FISCAL YEAR: **2012-13**  
 TRANSFER AMOUNT: **\$2,510,000**

S.B.O. LETTER: **10/25/13**  
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 ANALYST: **Kevin Koorstra**

TRANSFER ITEMS	Y-T-D AUTH.	Y-T-D EXPEND. & ENCUMB. AS OF 10/25/13	BALANCE AVAILABLE AS OF 10/25/13	GOV'S REC. 10/25/13	HOUSE ACTION	SENATE ACTION
<b>FROM: SEC. 109. LOCAL OFFICE STAFF AND OPERATIONS</b>						
Field staff, salaries and wages	291,359,000	289,773,963	1,585,037	(2,510,000)		
Funding source:						
Social security act, temporary assistances for needy families	56,523,500	52,743,417*	3,780,083*	(2,510,000)		
<b>TO: SEC. 109. LOCAL OFFICE STAFF AND OPERATIONS</b>						
Field staff, salaries and wages	291,359,000	289,773,963	1,585,037	2,510,000		
Funding source:						
Total federal revenues	107,764,000	108,095,368*	(331,368)*	2,510,000		

This transfer request aligns federal TANF claims between the field staff, salary and wages and state employee lump-sum payments line items. Federal claims are based on employee responses to DHS' random motion survey that identifies the activities performed and the types of cases supervised (e.g. child welfare IV-E cases, food assistance cases, or other public assistance cases). Line is also adjusted through other transfer items in the legislative transfer request to fully align appropriations with anticipated claims.

\*Year-to-date (YTD) expenditures, encumbrances, and balances by revenue source are estimates.