

**EXECUTIVE AGENCY**  
**FISCAL NOTE**

AGENCY'S ESTIMATES

Date Prepared: March 24, 2017

Agency Submitting: Department of Health and Human Services, Welfare and Supportive Services

Items of Revenue or Expense, or Both	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Effect on Future Biennia
Personnel (Expense)		\$35,398,143	\$45,242,627	\$90,485,254
Operating/Buildings (Expense)		\$5,355,960	\$4,610,740	\$9,221,481
Equipment (Expense)		\$5,420,458		
Information Services (Expense)		\$5,425,809	\$721,823	\$1,443,647
Workfare Sites (Expense)		\$50,408,280	\$67,211,040	\$134,422,080
Total	0	\$102,008,650	\$117,786,230	\$235,572,462

Explanation

(Use Additional Sheets of Attachments, if required)

This bill requires the division to seek a waiver to allow certain Supplemental Nutrition Assistance Program (SNAP) recipients to receive extended benefits without meeting the federal requirements; establish a workfare program to assist SNAP recipients in meeting the work requirement as a condition to continue to receive benefits; and contract with appropriate persons and entities to assist in determining whether a person is eligible to receive extended benefits. The fiscal impact for this BDR is related to a workfare requirement which increases staffing by 811 positions and required contracting for eligibility determinations which requires 100% General Fund (GF) due to federal regulations prohibiting federal funding for contracts related to program eligibility. Please see attached Exhibits, 1 & 1A, for all projected costs along with additional information to support the fiscal impact analysis. This bill has a projected impact of \$220M over the 18-19 biennium of which GF is approximately \$110M, and a projected impact of \$236M for future biennia of which GF is \$118M.

Name Brenda Berry

Title ASO4

**GOVERNOR'S OFFICE OF FINANCE COMMENTS**

Date Thursday, March 23, 2017

The agency's response appears reasonable.

Name Nikki Hovden

Title Exec. Branch Budget Officer

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
B/A 3233 FIELD SERVICES  
EXHIBIT 1 - BDR 38-627 - COST SUMMARY**

CALCULATED COSTS BASED ON 52,000 WORKFARE PARTICIPANTS

Update NEBS rates w/ G01

Updated with FY16 actuals

Updated Quotes/Estimates

No current information

from 3233 GovRec 1819

IN ORDER TO BALANCE TO THE SUMMARY TOTAL, THE AMOUNTS IN THE FISCAL NOTE MAY SLIGHTLY DIFFER FROM THE SUMMARY AMOUNTS BELOW; FISCAL NOTE ADJUSTMENTS ARE NO MORE THEN \$1.						Total Operating/Bldg Costs
SUMMARY	DESCRIPTION	FY18	FY19	FUTURE BIENNIA (2*FY19 ONGOING)		
CAT	PERSONNEL	35,398,143	45,242,627	90,485,254		
1	OPERATING	1,800,438	1,060,215	2,120,430		5,355,960
4	NON-STATE OWNED BUILDING RENT	3,482,433	3,550,525	7,101,051		4,610,740
5	EQUIPMENT	5,420,458	-	-		9,221,481
7	MAINTENANCE OF BUILDINGS & GROUNDS	73,089	-	-		
26	INFORMATION SERVICES	5,425,809	721,823	1,443,647		
new cat	WORKFARE SITES	50,408,280	67,211,040	134,422,080		
TOTAL		102,008,650	117,786,230	235,572,462		

G.L. #	G.L. TITLE DESCRIPTION	FY 18 Program Allocation	FY18 REQUEST	FY 19 Program Allocation	FY19 REQUEST	FUTURE BIENNIA (2*FY17 ONGOING COSTS)
2501	GENERAL FUND APPROPRIATION	50.0000%	51,264,325	50.0000%	59,153,115	118,306,231
3531	FED USDA FOOD STAMP PROGRAM	50.0000%	50,744,325	50.0000%	58,633,115	117,266,231
3546	FED SNAP E&T 100%					
TOTAL REVENUE			102,008,650		117,786,230	235,572,462

**PERSONNEL - CATEGORY 01**

NOTE: PERSONNEL COSTS OBTAINED FROM NEBS G01 GOV REC

MONTH FILLED	GRADE STEP	TITLE	# POSITION	FTE	Months Remaining to End of FY	FY18 COST PER POS*	FY18 SAL & BEN COST	FY19 COST PER POS	FY19 SAL & BEN COST	FUTURE BIENNIA (2*FY19 ONGOING COSTS)
FY 18										
Jul-17	28-01	WORKFORCE SERVICES REPRESENTATIVE II**	173	173	12	51,725	8,965,667	53,453	9,265,187	18,530,373
Oct-17	29-01	ADMINISTRATIVE ASSISTANT IV***	520	390	9	40,254	20,932,080	54,794	28,492,880	56,985,760
Oct-17	31-01	FAMILY SERVICES SPECIALIST II (LEAD)	52	39	9	43,101	2,241,252	58,641	3,049,332	6,098,664
Oct-17	34-01	FAMILY SERVICES SUPERVISOR I	52	39	9	47,905	2,491,060	65,209	3,390,868	6,781,736
Oct-17	39-01	SOCIAL SERVICES MANAGER 3	13	10	9	57,799	768,084	78,589	1,044,360	2,088,721
TOTAL NEW FY 18 NO. OF POSITIONS/FTE =			811	651			35,398,143		45,242,627	90,485,254
TOTAL FY 18 NO. OF POSITIONS/FTE =			811	651						
FY 19				0	12				-	-
				0					-	-
TOTAL NEW FY 19 NO. OF POSITIONS/FTE =			0	0					-	-
TOTAL FY 19 POSITIONS/FTE =			811	811					-	-

**OPERATING - CATEGORY 04**

Operating Costs obtained from SFY16 Actuals divided by authorized FTEs

CAT	G/L	ANNUAL BASE COST PER FTE OR NEBS RATE	FY18 FTE/OFFICE COUNT	FY18 COST	FY19 FTE/OFFICE COUNT	FY19 COST	FUTURE BIENNIA (2*FY19 ONGOING COSTS)
4	7020 OPERATING SUPPLIES	60	651	39,078	811	48,637	97,275
4	7026 COPY PAPER	50	651	32,252	811	40,142	80,284
4	7040 PRINTING AND COPYING	51	651	33,080	811	41,172	82,343
4	7050 INSURANCE EXPENSE - EMPLOYEE BOND per NEBS	2	811	1,216	811	1,216	2,432
4	7054 INSURANCE EXPENSE - AG TORT per NEBS	99	811	79,903	811	79,903	159,806
4	7060 CONTRACTS - PUBLIC WORKS	19,215	13	255,346			-
4	7060 CONTRACTS - CONTRACT STAFF****						-
	TO DETERMINE WHETHER A PERSON MAY RECEIVE EXTENDED BENEFITS.						-
	\$10.00 PER CLIENT X 52,000 CLIENTS			520,000		520,000	1,040,000
4	7110 NONSTATE OWNED BUILDING RENT - INCLUDES SECURITY & JANITORIAL	4295.55/4379.50	811	3,482,433.07	811	3,550,525	7,101,051
	\$4296 IN FY18/\$4380 IN FY19 PER FTE ANNUALLY IN RENT COSTS						-
4	7255 B&G .0065% OF NON-STATE OWNED RENT per NEBS	0	651	22,636	811	23,078	46,157
4	7290 TELEPHONE	164	651	106,813	811	132,942	265,884
4	7292 VOICEMAIL (NEW SET-UP)	150	811	121,593	811	-	-
4	7296 EITS LONG DISTANCE PHONE CHARGES	60	651	39,117	811	48,686	97,372
4	7299 EITS TELEPHONE WIRING	250	811	202,656	811	-	-
4	7460 EQUIPMENT UNDER \$1,000 (Telephone sets)	95	811	77,009	811	-	-
4	7460 EQUIPMENT UNDER \$1,000 (Headsets sets)	173	811	140,238	811	-	-
4	7460 CONFERENCE ROOM/TRAINING ROOM PHONES & WHITEBOARDS NEW OFFICE COST	1,722	13	22,883			
4	7460 DROP BOX & INSTALLATION NEW OFFICE COST	1,000	13	13,289			
4	7980 COPIER LEASES - 1MFP TO 8FTE - ANNUAL LEASE COST	1228	811	93,329	811	124,439	248,877
TOTAL OPERATING - CAT 04				5,282,871		4,610,740	9,221,480

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
B/A 3233 FIELD SERVICES  
EXHIBIT 1 - BDR 38-627 - COST SUMMARY**

CALCULATED COSTS BASED ON 52,000 WORKFARE PARTICIPANTS

Update NEBS rates w/ G01

Updated with FY16 actuals

Updated Quotes/Estimates

No current information

from 3233 GovRec 1819

IN ORDER TO BALANCE TO THE SUMMARY TOTAL, THE AMOUNTS IN THE FISCAL NOTE MAY SLIGHTLY DIFFER  
FROM THE SUMMARY AMOUNTS BELOW; FISCAL NOTE ADJUSTMENTS ARE NO MORE THEN \$1.

Total

Equipment Cost obtained from NEBS Equipment Schedule

CAT	GL	ITEM	NEBS RATE	FY18 FTE/OFFICE COUNT	FY18 COST	FY19 FTE/OFFICE COUNT	FY19 COST	FUTURE BIENNIA (2*FY19 ONGOING COSTS)
5	8241	WORKSTATIONS	4,386	811	3,555,389			
5	8241	WASTEBASKETS	15	811	12,159			
5	8241	CHAIRMATTS	50	811	40,531			
5	8241	CONFERENCE/TRAINING ROOM TABLES	5,090	13	67,640			
5	8241	CONFERENCE/TRAINING ROOM CHAIRS	4,740	13	62,989			
5	8241	LOBBY WORKSTATIONS	65,408	13	869,200			
5	8241	LOBBY WORKSTATION CHAIRS	8,820	13	117,208			
5	8241	LOBBY CLIENT CHAIRS	3,900	13	51,827			
5	8241	NV APPS WORKSTATION IN LOBBY	510	13	6,777			
5	8241	NV APPS CHAIR IN LOBBY	65	13	864			
5	8290	AVAYA SWITCH	45,000	13	598,000			
5	8290	HARDWARE INSTALLATION	2,500	13	33,222			
5	8291	T-1 LINE	350	13	4,651			
TOTAL EQUIPMENT - CAT 05					5,420,458		-	-

MAINTENANCE OF BUILDINGS AND GROUNDS

CAT	GL	ITEM	NEBS RATE	FY18 FTE/OFFICE COUNT	FY18 COST	FY19 FTE/OFFICE COUNT	FY19 COST	FUTURE BIENNIA (2*FY19 ONGOING COSTS)
7	7230	INTERIOR SIGNAGE	2,000	13	26,578			
7	7230	EXTERIOR SIGNAGE	3,500	13	46,511			
TOTAL EQUIPMENT - CAT 05					73,089		-	-

Information Svcs Cost obtained from NEBS Equipment Schedule

CAT	GL	ITEM	ANNUAL BASE COST PER FTE OR NEBS RATE	FY18 FTE/OFFICE COUNT	FY18 COST	FY19 FTE/OFFICE COUNT	FY19 COST	FUTURE BIENNIA (2*FY19 ONGOING COSTS)
26	7073	SOFTWARE MAINTENANCE	125			811	101,328	202,656
		Novelle Suite	9			811	6,931	13,862
		Zscope	10			811	8,106	16,212
		Norton AV	3,142			13	41,754	83,507
		LOBBY MGMT SOFTWARE M&O	11,000			13	146,178	292,356
26	7074	AVAYA SWITCH MAINTENANCE	250	811	202,656	-	-	
26	7299	EITS DATA WIRING - DESK DROPS	2,000	13	26,578			
26	7299	EITS DATA WIRING - CONFERENCE/TRAINING ROOMS	500	13	6,644			
26	7299	EITS DATA WIRING - LOBBY DROPS	15	811	106,296.89	811	141,729.19	283,458
26	7533	EITS E-MAIL CHARGES	195.86/211.57	811	158,768	811	171,503	343,007
26	7554	EITS INFRASTRUCTURE ASSESSMENT	94.48/128.66	811	76,588	811	104,295	208,589
26	7556	EITS SECURITY ASSESSMENT						
26	7771	SOFTWARE (FOR NEW POSITIONS)						
		PC Suite - Windows Cal	155	811	125,646			
		PC Suite - Zscope	28	811	22,697			
		PC Suite - Microsoft Office Pro	561	811	454,759			
		PC Suite - Novell	550	811	445,842			
		7771 LOBBY MGMT SOFTWARE	19,544	13	259,718			
		8370 HARDWARE (FOR NEW BUILDING)	92,866	13	1,234,086			
26	8371	Desktop PC w/ monitor per NEBS	1,499	811	1,215,123			
26	8371	Surge Protector w/ Battery Backup per NEBS	60	811	48,637			
26	8371	IS AND SERVER ROOM COSTS	78,394	13	1,041,769			
TOTAL IS - CAT 26					5,425,809		721,823	1,443,647

Workfare Sites				COST PER QTR	# OF CLIENTS	FY18 COST	# OF CLIENTS	FY19 COST	FUTURE BIENNIA (2*FY19 ONGOING COSTS)
new cat	5200	Workman's comp quarterly	7.11 for three months	7.11	52000	1,109,160	52000	1,478,880	2,957,760
new cat	7064/7420	Transportation/Clothing/Work Cards	210.68/person for 2 mo	316.02	52000	49,299,120	52000	65,732,160	131,464,320
						50,408,280		67,211,040	134,422,080

TOTAL EXPENDITURES						102,008,650		117,786,230	235,572,462
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\* COSTS FOR FY18 PRORATED FTE BEGINNING OCTOBER 2017 ARE CALCULATED IN NEBS BA 3233 W06

\*\* ONE WORKFORCE SERVICES REPRESENTATIVE II NEEDED FOR EVERY 100 SITES. PER E&SS STAFF, FOR EVERY 1000 CLIENTS BASED ON NEON WORKFARE PARTICIPATION THE PROGRAM AVERAGES 3 CLIENTS PER SITE.

\*\*\* ONE ADMINISTRATIVE ASSISTANT IV WOULD BE NEEDED FOR EVERY 100 CASES. TEN AAIV FTE WOULD BE NEEDED FOR EVERY 1000 CLIENTS, PLUS ONE FAMILY SERVICES SPECIALIST II AND ONE FAMILY SERVICES SUPERVISOR I PER UNIT

\*\*\*\*ACCORDING TO CFR - 7; §272.4 VOLUNTEERS AND OTHER NON-STATE EMPLOYEES (CONTRACTUAL STAFF) ARE NOT ALLOWED TO DETERMINE ELIGIBILITY. BECAUSE OF THIS THE COST FOR THE CONTRACT STAFF WILL BE FUNDED 100% GENERAL FUND.  
THE \$10 PER APPLICATION WAS CALCULATED USING A CURRENT CONTRACT FOR THE EAP PROGRAM WHICH CHARGES \$10 FOR EVERY APPLICATION COMPLETED AT EAP INDEPENDENT INTAKE SITES.

BASED ON 52K TOTAL ABAWDS			WORKFARE SITES		
EST CASES	# OF WKRS	SUPERVISORY STAFF	NEEDED	WSR II NEEDED	NEW OFFICES
52,000	520	104	17,333	173	13

\*\*\*\*RENT COSTS ARE ESTIMATED AT PROJECTED ANNUAL RENTAL COST PER FTE IN FYs 18/19 AND INCLUDES FULL SERVICE LEASES - JANITORIAL AND UTILITIES COSTS ARE INCLUDED IN LEASE AMOUNT IN OPERATING CATEGORY  
FOR EVERY 60 FTE (OR 4000 CLIENTS) A NEW BUILDING WOULD BE NEEDED AND WOULD REQUIRE ADDITIONAL COSTS AND A SOCIAL SERVICES MANAGER II OR III TO OVERSEE THE NEW OFFICE

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TOTAL FY 18 NO. OF POSITIONS/FTE =			811	651						
FY 19				0	12				-	
				0					-	
TOTAL NEW FY 19 NO. OF POSITIONS/FTE =			0	0					-	
TOTAL FY 19 POSITIONS/FTE =			811	811					-	-

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	TO DETERMINE WHETHER A PERSON MAY RECEIVE EXTENDED BENEFITS.						-
	\$10.00 PER CLIENT X 52,000 CLIENTS			520,000		520,000	1,040,000
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4	7299 EITS TELEPHONE WIRING	250	811	202,656	811	-	-
4	7460 EQUIPMENT UNDER \$1,000 (Telephone sets)	95	811	77,009	811	-	-
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5	8241	CONFERENCE/TRAINING ROOM CHAIRS	4,740	13	62,989			
5	8241	LOBBY WORKSTATIONS	65,408	13	869,200			
5	8241	LOBBY WORKSTATION CHAIRS	8,820	13	117,208			
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**MAINTENANCE OF BUILDINGS AND GROUNDS**

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7	7230	EXTERIOR SIGNAGE	3,500	13	46,511			
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		Novelle Suite	9			811	6,931	13,862
		Zscope	10			811	8,106	16,212
		Norton AV	3,142			13	41,754	83,507
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26	7299	EITS DATA WIRING - CONFERENCE/TRAINING ROOMS	500	13	6,644			
26	7299	EITS DATA WIRING - LOBBY DROPS	15	811	106,296.89	811	141,729.19	283,458
26	7533	EITS E-MAIL CHARGES	195.86/211.57	811	158,768	811	171,503	343,007
26	7554	EITS INFRASTRUCTURE ASSESSMENT	94.48/128.66	811	76,588	811	104,295	208,589
26	7556	EITS SECURITY ASSESSMENT						
26	7771	SOFTWARE (FOR NEW POSITIONS)						
		PC Suite - Windows Cal	155	811	125,646			
		PC Suite - Zscope	28	811	22,697			
		PC Suite - Microsoft Office Pro	561	811	454,759			
		PC Suite - Novell	550	811	445,842			
		7771 LOBBY MGMT SOFTWARE	19,544	13	259,718			
		8370 HARDWARE (FOR NEW BUILDING)	92,866	13	1,234,086			
26	8371	Desktop PC w/ monitor per NEBS	1,499	811	1,215,123			
26	8371	Surge Protector w/ Battery Backup per NEBS	60	811	48,637			
26	8371	IS AND SERVER ROOM COSTS	78,394	13	1,041,769			
TOTAL IS - CAT 26					5,425,809		721,823	1,443,647

Workfare Sites				COST PER QTR	# OF CLIENTS	FY18 COST	# OF CLIENTS	FY19 COST	FUTURE BIENNIA (2*FY19 ONGOING COSTS)
new cat	5200	Workman's comp quarterly	7.11 for three months	7.11	52000	1,109,160	52000	1,478,880	2,957,760
new cat	7064/7420	Transportation/Clothing/Work Cards	210.68/person for 2 mo	316.02	52000	49,299,120	52000	65,732,160	131,464,320
						50,408,280		67,211,040	134,422,080

TOTAL EXPENDITURES						102,008,650		117,786,230	235,572,462
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\* COSTS FOR FY18 PRORATED FTE BEGINNING OCTOBER 2017 ARE CALCULATED IN NEBS BA 3233 W06

\*\* ONE WORKFORCE SERVICES REPRESENTATIVE II NEEDED FOR EVERY 100 SITES. PER E&SS STAFF, FOR EVERY 1000 CLIENTS BASED ON NEON WORKFARE PARTICIPATION THE PROGRAM AVERAGES 3 CLIENTS PER SITE.

\*\*\* ONE ADMINISTRATIVE ASSISTANT IV WOULD BE NEEDED FOR EVERY 100 CASES. TEN AAIV FTE WOULD BE NEEDED FOR EVERY 1000 CLIENTS, PLUS ONE FAMILY SERVICES SPECIALIST II AND ONE FAMILY SERVICES SUPERVISOR I PER UNIT

\*\*\*\*ACCORDING TO CFR - 7; §272.4 VOLUNTEERS AND OTHER NON-STATE EMPLOYEES (CONTRACTUAL STAFF) ARE NOT ALLOWED TO DETERMINE ELIGIBILITY. BECAUSE OF THIS THE COST FOR THE CONTRACT STAFF WILL BE FUNDED 100% GENERAL FUND.  
 THE \$10 PER APPLICATION WAS CALCULATED USING A CURRENT CONTRACT FOR THE EAP PROGRAM WHICH CHARGES \$10 FOR EVERY APPLICATION COMPLETED AT EAP INDEPENDENT INTAKE SITES.

BASED ON 52K TOTAL ABAWDS			WORKFARE SITES		
EST CASES	# OF WKRS	SUPERVISORY STAFF	NEEDED	WSR II NEEDED	NEW OFFICES
52,000	520	104	17,333	173	13

\*\*\*\*RENT COSTS ARE ESTIMATED AT PROJECTED ANNUAL RENTAL COST PER FTE IN FYs 18/19 AND INCLUDES FULL SERVICE LEASES - JANITORIAL AND UTILITIES COSTS ARE INCLUDED IN LEASE AMOUNT IN OPERATING CATEGORY  
 FOR EVERY 60 FTE (OR 4000 CLIENTS) A NEW BUILDING WOULD BE NEEDED AND WOULD REQUIRE ADDITIONAL COSTS AND A SOCIAL SERVICES MANAGER II OR III TO OVERSEE THE NEW OFFICE