

ARKANSAS BUDGET SYSTEM DEPARTMENT PROGRAM SUMMARY

AGENCY TITLE Dept. of Human Services (710) Departmental Summary	1993-95 Expenditures				1995-97 Biennium Request				1995-97 Executive Recommendation			
	Actual 1993-94	No. of Pos.	Budgeted 1994-95	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.
Administration	\$68,875,042	1,197	\$83,149,121	1,192	\$94,341,288	1,241	\$95,466,926	1,241	\$83,451,295	1,213	\$83,673,877	1,213
Aging and Adult Services	26,488,670	74	28,378,060	78	31,014,991	88	31,216,933	89	30,812,982	88	30,957,607	89
Blind Services	5,118,118	86	4,988,781	82	5,740,733	90	5,825,610	90	5,115,076	84	5,113,085	84
Children and Family Services	85,988,134	1,140	103,620,277	1,055	116,236,425	1,312	117,208,544	1,312	97,163,647	1,131	97,203,823	1,131
Developmental Disabilities Services	85,990,556	2,478	92,263,260	2,440	99,532,053	2,467	101,081,218	2,467	93,812,628	2,457	93,827,308	2,457
Economic and Medical Services	1,229,773,232	1,643	1,378,295,715	1,625	1,592,588,371	1,725	1,711,994,601	1,725	1,467,377,097	1,686	1,583,572,454	1,686
Mental Health Services	62,267,473	1,298	66,703,243	1,177	77,981,531	1,347	79,054,571	1,347	71,013,622	1,377	70,958,182	1,377
Youth Services	16,889,779	272	25,163,544	343	38,977,789	502	39,652,401	502	30,483,185	525	30,797,540	525
TOTALS	\$1,581,391,004	8,188	\$1,782,562,001	7,992	\$2,056,413,181	8,772	\$2,181,500,804	8,773	\$1,879,229,532	8,561	\$1,996,103,876	8,562
Funding Sources		% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%
General Revenues	415,583,653	26.3%	474,624,071	26.5%	561,623,492	27.2%	599,997,508	27.3%	477,248,307	25.7%	497,669,994	25.5%
Special Revenues	4,576,908	0.3%	1,974,116	0.1%	1,978,040	0.1%	1,979,506	0.1%	1,972,327	0.1%	1,972,327	0.1%
Federal Funds	1,082,742,563	68.5%	1,220,094,841	68.1%	1,390,265,260	67.2%	1,474,401,532	67.2%	1,269,017,800	68.3%	1,337,430,616	68.5%
Const. & Fiscal Agency Fund												
State Central Services Fund												
Merit Adjustment Fund			3,650,320	0.2%								
Cash Funds	620,544	0.0%	813,266	0.0%	743,744	0.0%	744,883	0.0%	741,116	0.0%	741,456	0.0%
Other	77,867,336	4.9%	91,703,091	5.1%	113,511,353	5.5%	116,912,623	5.3%	108,645,371	5.8%	114,158,992	5.8%
Total Funding	1,581,391,004	100.0%	1,792,859,705	100.0%	2,068,121,889	100.0%	2,194,036,052	100.0%	1,857,624,921	100.0%	1,951,973,385	100.0%
Excess Appro./ (Funding)	0		(10,297,704)		(11,708,708)		(12,535,248)		21,604,611		44,130,491	
TOTAL	\$1,581,391,004		\$1,782,562,001		\$2,056,413,181		\$2,181,500,804		\$1,879,229,532		\$1,996,103,876	
DEPARTMENT Department of Human Services (710)					DIRECTOR Tom Dalton				DEPARTMENT PROGRAM SUMMARY BR22			

Note: Excess funding in FY95 consists of General Revenue funding that will be transferred to the Medicaid program for Medicaid match and for which there is not an expenditure/appropriation budget. In FY96 and FY97 this is net of unfunded appropriation.

ARKANSAS BUDGET SYSTEM
EMPLOYMENT SUMMARY
AS REQUIRED BY ACT 358 OF 1993

AGENCY TITLE 710 - DEPT OF HUMAN SERVICES

	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>1,317</u>	<u>3,902</u>	<u>5,219</u>	<u>72%</u>
BLACK EMPLOYEES	<u>408</u>	<u>1,591</u>	<u>1,999</u>	<u>27%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>18</u>	<u>38</u>	<u>56</u>	<u>1%</u>
TOTAL EMPLOYED AS OF <u>08/27/94</u> DATE			<u>2,055</u>	<u>28%</u>
			TOTAL MINORITIES	
			<u>7,274</u>	<u>100%</u>
			TOTAL EMPLOYEES	



AGENCY DIRECTOR

DEPARTMENT OF HUMAN SERVICES
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1993

	Fund Types			Account Groups		Total
	Governmental	Proprietary	Fiduciary	General Fixed Assets	General Long-Term Debt	
Assets	\$ 158,056,061.20	\$ 2,438,514.76	\$ 1,930,968.94	\$117,563,660.91	\$ 15,180,042.74	\$ 295,169,248.55
Liabilities	22,843,653.82	200,316.81	1,930,968.94		15,180,042.74	40,154,982.31
Fund Equity	135,212,407.38	2,238,197.95		117,563,660.91		255,014,266.24
Revenues	1,749,564,381.41	6,843,597.60	4,386,141.31			1,760,794,120.32
Expenditures	1,730,701,204.28	6,633,435.29	4,307,238.43			1,741,641,878.00
Other Financing Sources (Uses)	(1,171,117.02)	(1,008,513.55)				(2,179,630.57)

Findings

Recommendations

A. INTERNAL CONTROL AND STATE COMPLIANCE MATTERS:

1. UNACCOUNTED FOR FUNDS - During the year ended June 30, 1993 and subsequent months, the Agency discovered and investigated seven (7) instances of unaccounted for funds. These incidents are summarized below and detailed at Schedule 11:

1. Comply with State procedures regarding the recovery of losses or shortages.

All of the incidents involving unaccounted for funds described above are being reported in accordance with Ark. Code Ann. 10-4-111 and 21-2-708.

Location	Date of Incident	Nature of Unaccounted for Funds	Amount
Our Place Daycare Program, Blytheville	10-22-92/10-23-92	Theft of daily receipts	\$ 111.75
Our Place Daycare Program, Blytheville	1-22-93/1-26-93	Theft of petty cash fund	50.00
Our Place Daycare Program, Blytheville	5-24-93/5-27-93	Theft of petty cash and receipts	36.00
County Office, Columbia County	11-12-92	Theft of returned food stamps	268.00
County Office, Crawford County	3-19-92/3-2-93	Theft of returned food stamps	1,511.00
County Office, Pulaski County	6-23-93/10-6-93	Fraudulently received benefits by filing false claims	5,043.00
County Office, Ashley County	9-29-93	Theft and forgery of client's check	100.00
Total Unaccounted For Funds			7,119.75
Amount Recovered			1,511.00
Net Unrecovered Amount			<u>\$5,608.75</u>

DEPARTMENT OF HUMAN SERVICES
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1993

Findings (Continued)

Recommendations (Continued)

A. INTERNAL CONTROL AND STATE COMPLIANCE MATTERS: (Continued)

1. UNACCOUNTED FOR FUNDS (Continued)

The Agency negotiated the recovery of the losses above without the approval of the Chief Fiscal Officer of the State as required by Section II-19 of the State Accounting Procedures Manual.

2. UNAUTHORIZED DISBURSEMENTS - The Agency discovered and subsequently investigated unauthorized disbursements totaling \$130.30. The investigation revealed that twelve (12) unauthorized purchases were made with Agency-issued gasoline credit cards between October 10, 1993 and December 29, 1993. Employees of the Division of Youth Services, Deborah Conic and Patricia Anderson, admitted their involvement in making the fraudulent credit card purchases and agreed to make restitution in lieu of criminal prosecution. Restitution in the amount of \$85.90 for Ms. Conic and \$24.40 for Ms. Anderson was made upon termination of their employment. Each owes a balance of \$10.00 as a result of additional unauthorized purchases discovered after their departure.

The Agency negotiated the recovery of the loss above without the approval of the Chief Fiscal Officer of the State as required by Section II-19 of the State Accounting Procedures Manual.

3. BURGLARIES - During the audit of the Department of Human Services for the period July 1, 1992 to June 30, 1993 and subsequent period, the Agency reported several burglaries in which numerous items of fixed assets valued at \$12,267.16 were taken. Investigations were performed on these incidents by Agency personnel and local law enforcement officers, and reports of the incidents were prepared. In all of the instances, the investigations were inconclusive as to the identity of the burglar. These incidents are detailed at Schedule 12.

2. Comply with State procedures regarding the recovery of losses or shortages.

This incident is being reported in accordance with Ark. Code Ann. 10-4-111 and 21-2-708.

3. Our findings in this matter are being reported in accordance with Ark. Code Ann. 10-4-111 and 21-2-708.

DEPARTMENT OF HUMAN SERVICES
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1993

Findings (Continued)

Recommendations (Continued)

A. INTERNAL CONTROL AND STATE COMPLIANCE MATTERS: (Continued)

4. (BOARD MEMBER ATTENDANCE - It is provided in Ark. Code Ann. 25-17-211 that any board or commission member who shall be absent from two (2) successive regular meetings shall be subject to removal from such board or commission in the event he shall fail to present to the Governor a satisfactory excuse for such absence. It is also provided that any board or commission member who shall be absent from three (3) consecutive regular meetings for any reason other than illness of the member, verified by a written sworn statement by his physician and entered into the minutes of the board or commission, shall thereby forfeit and vacate his membership on the board or commission. This forfeiture shall be certified to the Governor by the Secretary of the board or commission who shall fill the vacancy in the prescribed manner.)

(The review of board members' attendance revealed five (5) members of the Arkansas Youth Services Board had been absent two (2) or more consecutive meetings for the period March 17, 1993 through February 16, 1994. No evidence of illness or excused absences regarding these members was found in the minutes of the board meetings or documented by the Agency.)

5. CASH IN BANK

- a. (COUNTY OFFICES' CLIENT BENEFIT FUNDS - The Agency receives private donations restricted for the benefit of indigent persons. These funds are received and maintained at the county level and are generally to be used at the discretion of the Agency. The review of these funds subsequent to June 30, 1993 revealed twelve counties were not complying with the Agency's policy of reporting these funds to the Division of Finance. Inconsistencies include revenues and expenditures not classified or explained and prenumbered receipts not submitted to the central office as required.)

4. (Take appropriate action regarding these absences in accordance with Ark. Code Ann. 25-17-211.)

5.

- a. (Enforce requirements for consistent reporting and accountability of all funds collected at the county level.)

() Noted in previous year's audit report.

DEPARTMENT OF HUMAN SERVICES
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1993

Findings (Continued)

Recommendations (Continued)

A. INTERNAL CONTROL AND STATE COMPLIANCE MATTERS: (Continued)

5. CASH IN BANK (Continued)

b. HUMAN DEVELOPMENT CENTERS RESIDENTS' PERSONAL FUNDS - The review of records of the Booneville Human Development Center Residents' Personal Funds revealed the Agency does not utilize a cash receipts and disbursements journal for detailed transactions of the fund. It was also noted that the general ledger was not recorded in a manner consistent with other Human Development Centers' personal fund operations and that the audit trail between support documentation and Agency records was difficult to trace and often nonexistent.

6. ACCOUNTS RECEIVABLE - Our review of the Agency's accounts receivable records revealed numerous old balances with no recent activity on the accounts. Further review revealed that the Division of Finance accounts receivable section has made attempts to collect or abate many of the balances but has been unable to do so due to the lack of established procedures and authority regarding the collection and abatement of delinquent accounts.

7. EQUIPMENT - The Agency was unable to locate six equipment items valued at \$7,694.10 out of eighty-two equipment items valued at \$124,450.99 selected for observation at the Central Office location and six equipment items valued at \$4,076.92 out of sixty-eight equipment items valued at \$79,955.04 selected for observation at the Alexander Youth Services Center.

This finding also applies to all federal programs.

8. CAPITAL LEASES - It was determined by the Audit Section of the Department of Human Services that certain leases for office space utilized by the Agency qualify as capital leases rather than as operating leases as reported by the Agency.

This finding also applies to all federal programs.

5. (Continued)

b. Review the recordkeeping for this fund and require that like operations be recorded consistently throughout the Agency.

6. Establish policies and procedures for the timely collection and abatement of all accounts receivable, consistent with Section II-21 of the State Accounting Procedures Manual and fix the responsibility and authority for the collection and abatement of all delinquent accounts with the Division of Finance accounts receivable section.

7. Review the current policies regarding the reporting and safeguarding of equipment and develop procedures to ensure the accountability of all equipment items.

8. Review all current office space lease agreements to determine the appropriate classification and reporting for each lease.

DEPARTMENT OF HUMAN SERVICES
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1993

Findings (Continued)

Recommendations (Continued)

B. FEDERAL GRANT COMPLIANCE MATTERS:

DEPARTMENT OF EDUCATION
ARKANSAS DEPARTMENT OF EDUCATION
COMPENSATORY EDUCATION PROGRAM (84.010)

FINANCIAL REPORTS - The financial report for the year ended June 30, 1993 was not filed in a timely manner.

Review the procedures relative to reporting requirements and ensure that reports are filed in a timely manner.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
CHILD SUPPORT ENFORCEMENT PROGRAM (93.563)

QUALITY CONTROL PROCEDURES - Our review of the Agency's quality control procedures revealed that several County Child Support Enforcement Units had failed to submit corrective action plans required by the Agency as a result of quality control reviews of the County Unit's operations and procedures.

Take the actions necessary to ensure the County Child Support Units are in compliance with applicable regulations and procedures.

**ARKANSAS BUDGET SYSTEM
DEPARTMENT PROGRAM SUMMARY**

AGENCY TITLE Dept. of Human Services(710) Administration Summary	1993-95 Expenditures				1995-97 Biennium Request				1995-97 Executive Recommendation			
	Actual 1993-94	No. of Pos.	Budgeted 1994-95	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.
Director's Office/Chief Counsel	\$6,432,446	163	\$7,814,669	163	\$13,471,994	176	\$13,623,729	176	\$7,508,383	167	\$7,510,813	167
Division of Finance	9,025,158	241	9,724,940	245	10,548,535	246	10,762,147	246	9,717,093	245	9,717,124	245
Division of Management Services	12,109,147	224	13,163,319	197	14,077,990	197	14,259,206	197	12,841,425	197	12,841,426	197
Division of Program Operations	21,468,905	544	23,669,931	565	27,365,925	598	27,739,074	598	24,619,126	580	24,651,873	580
Office of Volunteer Services	4,068,798	25	6,159,533	22	6,260,115	24	6,279,814	24	6,148,539	24	6,149,685	24
Social Services Block Grant	15,770,588		22,616,729		22,616,729		22,802,956		22,616,729		22,802,956	
TOTALS	\$68,875,042	1,197	\$83,149,121	1,192	\$94,341,288	1,241	\$95,466,926	1,241	\$83,451,295	1,213	\$83,673,877	1,213
Funding Sources		% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances												
General Revenues	20,883,316	30.3%	22,130,930	26.6%	30,728,114	32.6%	31,127,635	32.6%	23,111,558	27.7%	23,128,843	27.7%
Special Revenues			1,202	0.0%	3,021	0.0%	3,069	0.0%	2,877	0.0%	2,877	0.0%
Federal Funds	44,818,024	65.1%	55,646,426	66.9%	58,998,877	62.6%	59,705,735	62.6%	55,798,794	66.9%	56,003,951	67.0%
Const. & Fiscal Agency Fund												
State Central Services Fund												
Merit Adjustment Fund			734,521	0.9%								
Cash Funds	5,194	0.0%	140,000	0.2%	140,000	0.1%	140,000	0.1%	140,000	0.2%	140,000	0.2%
Other	3,168,508	4.6%	4,496,042	5.4%	4,435,034	4.7%	4,454,245	4.7%	4,361,824	5.2%	4,361,964	5.2%
Total Funding	68,875,042	100.0%	83,149,121	100.0%	94,305,046	100.0%	95,430,684	100.0%	83,415,053	100.0%	83,637,635	100.0%
Excess Appro./ (Funding)	0		0		36,242		36,242		36,242		36,242	
TOTAL	\$68,875,042		\$83,149,121		\$94,341,288		\$95,466,926		\$83,451,295		\$83,673,877	
DEPARTMENT DHS-Administration Summary	DIRECTOR Tom Dalton				DEPARTMENT PROGRAM SUMMARY BR 22							

ARKANSAS BUDGET SYSTEM
 AGENCY PROGRAM COMMENTARY
 1995 - 1997

DEPARTMENT OF HUMAN SERVICES

DIRECTOR'S OFFICE

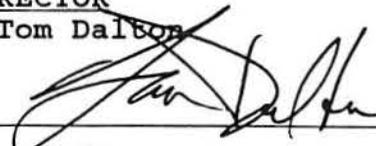
The DHS Director's Office operating budget is \$1,068,310 for SYF 1995 of which \$357,350 or 33.4% is generated from state general revenues. There is a one time foundation grant funded to the Director's Office of \$167,500 in SFY '95 which increases the "other" funding category to 172,909 or 16.1% the total budget. The Federal funding for the Director's Office is \$538,870 or 50.5% of the total funding. The staffing for the office is for a total of 16 funded positions. The Director's Office total priority request (excluding the request for the increase in regular salaries for all base level positions) is:

	<u>SFY 1996</u>	<u>SFY 1997</u>
Administration Priorities	\$ 97,381	\$ 99,074
Program/Service Priorities	<u>5,000,000</u>	<u>5,000,000</u>
TOTAL	\$ <u>5,097,381</u>	\$ <u>5,099,074</u>

The detail of the DHS Director's Office biennial budget request for SFY 1995-1996 and SFY 1996-1997 is:

DHS Director Office's-Administration. This priority is for an increase in Maintenance and Operations costs and travel expenditures to cover anticipated increase in office space rent, telephone, telex charges, office supplies and travel costs. This request will cover the expected increases for all sections of the DHS Director's Office.

	<u>SFY 1996</u>	<u>SFY 1997</u>
Federal	\$ 3,930	\$ 4,125
General Revenue	<u>3,930</u>	<u>4,125</u>
TOTAL	\$ <u>7,860</u>	\$ <u>8,250</u>

<u>AGENCY</u> Department of Human Services Director's Office	<u>DIRECTOR</u> Tom Dalton 	<u>AGENCY PROGRAM COMMENTARY</u> BR21	<u>PAGE</u> 10
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ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

This priority is to request capital equipment appropriation for the purchase of computers, laser printers, modems, fax machine and other computer hardware. Some of the current equipment is over 2 years old and is wearing out. The repair and maintenance costs are increasing significantly.

		<u>SFY 1996</u>		<u>SFY 1997</u>
Federal	\$	8,000	\$	8,000
General Revenue		<u>8,000</u>		<u>8,000</u>
TOTAL	\$	<u>16,000</u>	\$	<u>16,000</u>

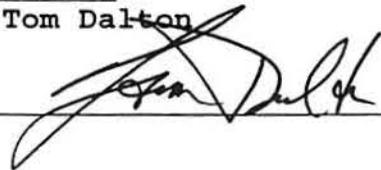
DHS Director's Office - EEO/AA Office

This priority is for 3 positions: 1 Management Project Analyst I; 1 Document Examiner 1 and 1 Clerk Typist for the EEO/AA Office. This Office is required by the Department of Agriculture, Food and Nutrition Service to establish a system for processing discrimination complaints from clients. The Office is required to review, investigate and report allegations of discrimination, non-compliance with regulations, and discourteous treatment of clients who participate in/or apply for the Food Stamp Program. This requirement comes from Title VI of the 1964 Civil Rights Act, as amended. These positions are needed to meet this compliance requirement.

		<u>SFY 1996</u>		<u>SFY 1997</u>
Federal	\$	31,011	\$	31,662
General Revenue		<u>31,010</u>		<u>31,662</u>
TOTAL	\$	<u>62,021</u>	\$	<u>63,324</u>

AGENCY
 Department of Human Services
 Director's Office

DIRECTOR
 Tom Dalton



AGENCY PROGRAM
COMMENTARY

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ARKANSAS BUDGET SYSTEM
 AGENCY PROGRAM COMMENTARY
 1995 - 1997

This priority is for Capital Equipment in the EEO/AA Office, some of which needs to be replaced and to adequately equip the new personnel requested in the above priority. This request is for office equipment including computers, laser printers, transcribers, etc.

	<u>SFY 1996</u>	<u>SFY 1997</u>
Federal	\$ 5,750	\$ 5,750
General Revenue	<u>5,750</u>	<u>5,750</u>
TOTAL	\$ <u>11,500</u>	\$ <u>11,500</u>

DHS Director's Office - Programs/Services

This priority is for integrated services and programs for individuals with complex needs requiring the concerted efforts of multiple DHS Divisions. The programs/services will be for individualized "wrap around" services (e.g. respite care, in-home assistance, out of home support, etc.) to supplement currently available program options. These programs will serve as cost effective alternatives to more costly out-of-state and in-state residential placements for individuals. These funds may be used as matching funds for possible federal funding available through the participating agencies.

	<u>SFY 1996</u>	<u>SFY 1997</u>
Federal	\$ 0	\$ 0
General Revenue	<u>2,000,000</u>	<u>2,000,000</u>
TOTAL	\$ <u>2,000,000</u>	\$ <u>2,000,000</u>

<u>AGENCY</u> Department of Human Services Director's Office	<u>DIRECTOR</u> Tom Dalton 	<u>AGENCY PROGRAM COMMENTARY</u> BR21	<u>PAGE</u> 12
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ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

This priority will provide state funds for innovative programs developed through cooperative joint ventures with other state agencies such as the Department of Health, Employment Security Division, the Department of Education and Vocational and Technical Education Division. These funds may be used as matching funds for possible federal funding available through the participating agencies.

		<u>SFY 1996</u>		<u>SFY 1997</u>
Federal	\$	0	\$	0
General Revenue		<u>2,000,000</u>		<u>2,000,000</u>
TOTAL	\$	<u>2,000,000</u>	\$	<u>2,000,000</u>

This priority request will provide state funding to initiate the development of an integrated case management system which will ensure DHS clients receive timely and comprehensive access to appropriate services which meet their needs on a holistic basis. The current duplication of case management/service coordination efforts will be reduced resulting in the redirection of staff efforts towards activities which will further help meet the needs of DHS clients. This approach will make the case manager a true DHS case manager and give the client access to all DHS services at a single point of entry. These funds may be used as matching funds for possible federal funding available through the participating agencies.

		<u>SFY 1996</u>		<u>SFY 1997</u>
Federal	\$	0	\$	0
General Revenue		<u>1,000,000</u>		<u>1,000,000</u>
TOTAL	\$	<u>1,000,000</u>	\$	<u>1,000,000</u>

AGENCY
 Department of Human Services
 Director's Office

DIRECTOR
 Tom Dalton



AGENCY PROGRAM
COMMENTARY

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ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

Department of Human Services

The Office of Chief Counsel

For SFY 1994-95, the Office of Chief Counsel's operating budget is \$6,780,852 of which \$2,626,942 or 38.7% is generated from State General Revenue. The remaining \$4,153,910 is composed of \$3,803,035 federal funding or 56.1% of the total and \$350,875 other funding which is 5.2% of the total budget. The total staffing for the Office is 166 positions for SFY 1994-1995. All, but 8 positions are funded. The remaining 158 positions consist of 147 regular staff positions, 5 extra help positions and 6 supplemental pool positions. The Office's total priority request is \$436,850 in SFY 1995-1996 and \$436,846 for SFY 1996-1997.

The Office of Chief Counsel's biennial budget request for SFY 1995-1996 and SFY 1996-1997 includes the following requests by Operational Unit or function:

OCC Administration This priority requests 1 Emergency Supplemental Pool position currently in the Office of Chief Counsel be made a permanent position. The position is an Assistant to the Chief Counsel, Grade 99. The position is filled in SFY 1995. Under PL 96-272 it is critical this position be maintained as a regular staff position in order to meet federally mandated time frames and guidelines.

		<u>SFY '96</u>		<u>SFY '97</u>
Federal	\$	27,941	\$	28,588
General Revenue		17,640		18,049
Total	\$	<u>45,581</u>	\$	<u>46,637</u>

<u>AGENCY</u> Department of Human Services Office of Chief Counsel	<u>DIRECTOR</u> Debby Nye, Chief Counsel	<u>AGENCY PROGRAM COMMENTARY</u> BR21	<u>PAGE</u> 14
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ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

This priority requests Capital Equipment Appropriation to replace computers, printers, and other equipment as needed for all of the Sections and 12 County Offices of the Office of Chief Counsel. Much of the current equipment is becoming obsolete and rapidly wearing out. This equipment will have to be replaced in the SFY 96-97 biennium.

		<u>SFY '96</u>		<u>SFY '97</u>
Federal	\$	31,638	\$	28,057
General Revenue		19,974		17,713
Total	\$	<u>51,612</u>	\$	<u>45,770</u>

This priority requests appropriation for overtime compensation in the Office of Chief Counsel for personnel who are covered by the Fair Labor Standards Act. This request is for the entire Office of Chief Counsel.

		<u>SFY '96</u>		<u>SFY '97</u>
Federal	\$	8,886	\$	8,886
General Revenue		5,610		5,610
Total	\$	<u>14,496</u>	\$	<u>14,496</u>

AGENCY
 Department of Human Services
 Office of Chief Counsel

DIRECTOR
 Debby Nye, Chief Counsel

AGENCY PROGRAM
COMMENTARY

 BR21

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ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

This priority requests the restoration to base level Character 02- Maintenance and Operations - the Appropriation and Funding which had to be used to fund the Character 07-Supplemental Pool Salaries during SFY 1994 and SFY 1995. The Character 07 funding has been eliminated from the Biennial Budget base level, together with the positions and appropriation. This restoration of appropriation and funding is required to bring our M & O back to the necessary operating levels.

		<u>SFY '96</u>		<u>SFY '97</u>
Federal	\$	63,816	\$	63,816
General Revenue		40,288		40,288
		104,104	\$	104,104
Total	\$	<u>104,104</u>	\$	<u>104,104</u>

County Operations This priority requests 4 positions:

- 2 Legal Secretary Positions, Grade 14
- 2 Secretary I Positions, Grade 11

These individuals are necessary for meeting the mandates set forth in both Federal and State law regarding the preservation of families and the protection of children. The two Legal Secretary positions are currently provided by the Emergency Supplemental Pool, and are filled in SFY '95.

		<u>SFY '96</u>		<u>SFY '97</u>
Federal	\$	49,219	\$	50,246
General Revenue		31,073		31,720
		80,292	\$	81,966
Total	\$	<u>80,292</u>	\$	<u>81,966</u>

<u>AGENCY</u> Department of Human Services Office of Chief Counsel	<u>DIRECTOR</u> Debby Nye, Chief Counsel	<u>AGENCY PROGRAM COMMENTARY</u> BR21	<u>PAGE</u> 16
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ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1995 - 1997

Audit This priority requests 1 Electronic Data Processing (EDP) Auditor which is necessary for the Audit function to maintain its professional standards. DHS is moving into a more complex information environment. Auditing such a complex environment requires a person of special talent. There is no position within the Department which could attract a person with this capability. This position is necessary to maintain the integrity of the evolving information systems.

		<u>SFY '96</u>		<u>SFY '97</u>
Federal	\$	20,653	\$	21,119
General Revenue		13,039		13,333
Total	\$	<u>33,692</u>	\$	<u>34,452</u>

Appeals and Hearings This priority requests: 3 Hearing Officers, Grade 19, and 1 Legal Secretary, Grade 14. It is anticipated the Department will receive approximately 300 additional appeals a month in the area of personal care from individuals whose level of service has been reduced. The Hearing Officers are needed to accommodate this significant increase in our workload. The Legal Secretary will assist these people, as well as preparing case schedules, transcribing tapes, etc. The Legal Secretary position is filled in SFY '95.

		<u>SFY '96</u>		<u>SFY '97</u>
Federal	\$	65,636	\$	67,075
General Revenue		41,437		42,346
Total	\$	<u>107,073</u>	\$	<u>109,421</u>

<u>AGENCY</u> Department of Human Services Office of Chief Counsel	<u>DIRECTOR</u> Debby Nye, Chief Counsel	<u>AGENCY PROGRAM COMMENTARY</u> BR21	<u>PAGE</u> 17
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SUMMARY
STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 79TH GENERAL ASSEMBLY
AGENCY: DHS - DIRECTOR

PROGRAM AUTHORIZED	# POS. AUTH.	ADDITIONAL AUTHORIZED APPROPRIATION		STATUS
		FY 93-94	FY 94-95	
<u>APPROPRIATION: 868 - ADMINISTRATION - DIRECTOR</u>				
Salary and Matching for Additional Positions	37	\$1,024,542	\$1,050,469	In FY94 the agency used 28 of the additional positions and in FY95 the agency has budgeted 29 of them.
Operating Expenses	0	\$207,325	\$220,404	The agency utilized \$158,131 of the additional authority in FY94 and budgeted \$219,744 of the increase for FY95.
Conference Fees and Travel	0	\$36,250	\$36,250	The agency utilized all of the additional authority in FY94 and has budgeted it all in FY95.
Capital Outlay	0	\$225,200	\$144,650	In FY94 the agency utilized \$131,767 of the additional amount. They have budgeted \$120,512 of the increase for FY95.
<u>APPROPRIATION: 416-DIRECTOR'S OFFICE-REGIONAL ASSESSMENT CENTERS</u>				
Grants/Aids	0	0	\$1,000,000	This appropriation was authorized by Act 54 of the Second Extraordinary Session of 1994. It is not budgeted at this time.

SUMMARY

STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 79TH GENERAL ASSEMBLY

AGENCY: DHS - DIRECTOR

PROGRAM AUTHORIZED	# POS. AUTH.	ADDITIONAL AUTHORIZED APPROPRIATION		STATUS
		FY 93-94	FY 94-95	
<u>APPROPRIATION: 425-ADEPT</u>				
Contractual Services	0	\$3,000,000	\$3,000,000	This appropriation was authorized by Act 28 of the Second Extraordinary Session of 1994. It is not budgeted at this time.
<u>APPROPRIATION: 869-DIRECTOR'S OFFICE - SUPPORTIVE SERVICES</u>				
Supportive Services	0	\$90,000	\$90,000	The agency has not utilized any of this authority in either year.

**ARKANSAS BUDGET SYSTEM
DEPARTMENT APPROPRIATION SUMMARY**

AGENCY TITLE		1993-95 Expenditures				1995-97 Biennium Request				1995-97 Executive Recommendation			
DHS - Director/Chief Counsel (710)		Actual	No. of	Budgeted	No. of	Year 1	No. of	Year 2	No. of	Year 1	No. of	Year 2	No. of
Appropriations		1993-94	Pos.	1994-95	Pos.	1995-96	Pos.	1996-97	Pos.	1995-96	Pos.	1996-97	Pos.
Code	Name												
DOC	Inter-Divisional Programs	0	0	0	0	5,000,000	0	5,000,000	0	\$0	0	\$0	0
868	Administration-Director	6,432,446	161	7,814,669	163	8,471,994	176	8,623,729	176	7,508,383	167	7,510,813	167
APPROPRIATIONS NOT REQUESTED													
416	Regional Assessment Ctrs.												
425	ADEPT												
869	Supportive Services												
TOTALS		\$6,432,446	161	\$7,814,669	163	\$13,471,994	176	\$13,623,729	176	\$7,508,383	167	\$7,510,813	167
Funding Sources			% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances													
General Revenues		2,775,819	43.2%	2,882,991	36.9%	8,235,732	61.2%	8,293,625	60.9%	2,857,661	38.1%	2,858,601	38.1%
Special Revenues				1,094	0.0%	1,098	0.0%	1,113	0.0%	1,063	0.0%	1,063	0.0%
Federal Funds		3,412,591	53.0%	4,322,798	55.3%	4,707,382	34.9%	4,791,232	35.2%	4,161,430	55.4%	4,162,920	55.4%
Const. & Fiscal Agency Fund													
State Central Services Fund													
Merit Adjustment Fund				88,191	1.1%								
Cash Funds													
Other		244,036	3.8%	519,595	6.7%	527,782	3.9%	537,759	3.9%	488,229	6.5%	488,229	6.5%
Total Funding		6,432,446	100.0%	7,814,669	100.0%	13,471,994	100.1%	13,623,729	100.0%	7,508,383	100.0%	7,510,813	100.0%
Excess Appro./ (Funding)													
TOTAL		\$6,432,446		\$7,814,669		\$13,471,994		\$13,623,729		\$7,508,383		\$7,510,813	

DEPARTMENT
Department of Human Services
Director's Office

DIRECTOR
Tom Dalton

DEPARTMENT APPROPRIATION SUMMARY
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**ARKANSAS BUDGET SYSTEM
DEPARTMENT PROGRAM SUMMARY**

AGENCY TITLE Dept. of Human Services (710) Director's Office/Chief Counsel	1993-95 Expenditures				1995-97 Biennium Request				1995-97 Executive Recommendation			
	Actual 1993-94	No. of Pos.	Budgeted 1994-95	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.	Year 1 1995-96	No. of Pos.	Year 2 1996-97	No. of Pos.
Office of the Director	\$226,789	2	\$486,362	3	\$5,535,107	3	\$5,541,433	3	\$502,362	3	\$502,362	3
Office of the Deputy Director	208,310	4	220,712	4	231,120	4	236,619	4	220,712	4	220,712	4
EEO/AA Office	222,755	10	415,509	10	509,302	13	518,558	13	415,509	10	415,509	10
Chief Counsel	810,999	8	913,869	8	938,461	9	941,242	9	817,790	9	818,846	9
Legal Operations	435,602	11	578,579	13	613,373	13	626,038	13	578,579	13	578,579	13
County Legal Operations	1,641,406	53	1,935,052	51	2,089,710	55	2,133,905	55	1,948,714	53	1,949,630	53
Program Services	1,054,630	31	1,145,968	31	1,217,905	31	1,242,668	31	1,145,968	31	1,145,968	31
Audit	1,577,263	38	1,729,256	37	1,848,991	38	1,887,301	38	1,729,256	37	1,729,256	37
Appeals and Fair Hearings	254,692	6	389,362	6	488,025	10	495,965	10	396,193	7	396,651	7
Conf. Fees & Travel Reduction									(79,200)		(79,200)	
Prof. Fees & Svcs. Reduction									(167,500)		(167,500)	
TOTALS	\$6,432,446	163	\$7,814,669	163	\$13,471,994	176	\$13,623,729	176	\$7,508,383	167	\$7,510,813	167
Funding Sources		% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances												0.0%
General Revenues	2,775,819	43.2%	2,882,991	36.9%	8,235,732	61.1%	8,293,625	60.9%	2,857,661	38.1%	2,858,601	38.1%
Special Revenues			1,094	0.0%	1,098	0.0%	1,113	0.0%	1,063	0.0%	1,063	0.0%
Federal Funds	3,412,591	53.0%	4,322,798	55.3%	4,707,382	34.9%	4,791,232	35.2%	4,161,430	55.4%	4,162,920	55.4%
Const. & Fiscal Agency Fund												
State Central Services Fund												
Merit Adjustment Fund			88,191	1.2%								
Cash Funds												
Other	244,036	3.8%	519,595	6.6%	527,782	4.0%	537,759	3.9%	488,229	6.5%	488,229	6.5%
Total Funding	6,432,446	100.0%	7,814,669	100.0%	13,471,994	100.0%	13,623,729	100.0%	7,508,383	100.0%	7,510,813	100.0%
Excess Appro./ (Funding)												
TOTAL	\$6,432,446		\$7,814,669		\$13,471,994		\$13,623,729		\$7,508,383		\$7,510,813	
DEPARTMENT	DIRECTOR				DEPARTMENT PROGRAM SUMMARY				BR 22			
DHS - Director's Office/Chief Counsel (710)	Tom Dalton								21			

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

The Director's Office is requesting \$5,000,000 in General Revenue for both years of the biennium to support three special programs to be administered from the Director's Office. These are:

1. \$2,000,000 in funding and appropriation is requested to allow the Department to provide comprehensive services to special needs clients and families with complex needs. The intent is to address the needs of families who require services which may be provided by multiple agencies. Services would be individualized and would supplement those currently available and would provide a cost effective alternative to out-of-state and in-state residential placements.
2. \$2,000,000 in funding and appropriation to fund innovative programs developed in cooperation with other departments in State government. The proposal is to use these funds to match Federal funds available through the partner agencies whenever possible.
3. \$1,000,000 is requested to initiate the development of an integrated case management system for the Department. The project would attempt to address the needs of clients in a more holistic manner and would eliminate much of the duplication in data collection present in the current environment. The Department states that this will allow them to redirect staff efforts and more efficiently utilize available resources.

The Executive Recommendation does not provide for this request.

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: D H S - Director's Office Code: 710	Name: D H S - Interdivisional Prog. Code: DOC	Name: D H S - Administrative Code: DAS	BR20	22

ARKANSAS BUDGET SYSTEM

01	02	03	04	05	06	07	08	09	10	11	12	13	14	
CHARACTER TITLE	-----EXPENDITURES-----			94-95			-----95-96 FISCAL YEAR-----			-----96-97 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----	
	93-94 ACTUAL	94-95 BUDGETED	AUTHORIZED APPRO	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE		
										95-96	96-97	95-96	96-97	
GRANTS/AID	0	0	0	0	5,000,000	5,000,000	0	5,000,000	5,000,000					
TOTAL	0	0	0	0	5,000,000	5,000,000	0	5,000,000	5,000,000					
PROPOSED FUNDING SOURCES			*****											
FUND BALANCES			*****											
GENERAL REVENUES			*****		5,000,000	5,000,000		5,000,000	5,000,000					
SPECIAL REVENUES			*****											
FEDERAL FUNDS			*****											
STATE CENTRAL SERVICES FUND			*****											
NON-REVENUE RECEIPTS			*****											
CASH FUNDS			*****											
OTHER			*****											
TOTAL FUNDING			*****		5,000,000	5,000,000		5,000,000	5,000,000					
EXCESS APPRO/ (FUNDING)			*****											
TOTAL			*****		5,000,000	5,000,000		5,000,000	5,000,000					

DEPT 019 DEPARTMENT OF HUMAN SERVICES
 AGY 710 DEPARTMENT OF HUMAN SERVICES
 APPRO DOC DHS - INTER-DIVISIONAL PROGRAMS
 FUND DAS DHS-(1710)ADMINISTRATIVE

APPROPRIATION SUMMARY

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**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

Act 348 of 1985 delegated administrative authority for the entire Department of Human Services to the Office of the Director. In addition, it allowed for consolidation of all of the various divisions' legal staff into the Director's Office. The Director's Office core staff and the staff of the Office of Chief Counsel operate from the same appropriation but with separate allocations.

The Office of Director consists of 17 budgeted positions and the Office of Chief Counsel has 146 budgeted positions. The Office of Chief Counsel is responsible for general legal support, administrative hearings, and the internal audit function.

During FY94 the Equal Employment Opportunity/Affirmative Action Section (10 staff positions) was transferred from the Division of Management Services to the Director's Office.

The Director's Office/Office of Chief Counsel are funded from a mix of sources including general revenue, federal funds, special revenues, and other sources. The federal funds are generated through the DHS Cost Allocation plan. Special Revenues come from funds allocated through the cost allocation process and other funds from such sources as client fees and Food Stamp and AFDC overpayment collections. Actual expenditures for FY94 totalled \$6,432,446 of which \$2,775,819 (43.2%) was General Revenue. The FY95 budget totals \$7,814,669 of which \$2,882,991 (36.9%) is General Revenue. The FY95 budget represents an increase above FY94 expenditures of 21.5%.

Base for the Biennium is \$7,590,053, of which \$2,885,782 is General Revenue, \$4,198,549 is Federal, \$1,063 special revenues, and \$504,659 from other sources.

The priority requests for this appropriation include 13 additional positions and total \$881,941 in FY96 and \$1,033,676 in FY97. The General Revenue portion of the funding totals \$349,950 in FY96 and \$407,843 in FY97. The new positions are spread throughout the various sections as follows:

1. Three (3) new positions are requested for the EEO/AA Office located in the Director's Office. These positions are for a Management Project Analyst, a Document Examiner, and a Clerk Typist. The agency states they need these positions because of Federal requirements

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
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**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

to expand civil rights monitoring activities. The total request is \$62,021 in FY96 (GR \$31,010) and \$63,324 in FY97 (GR \$31,662).

2. One (1) Assistant Chief Counsel (Grade 99) position that is currently authorized as an Emergency Supplemental Position is requested as a regular position. The position is filled. The total request for FY96 is \$45,581 (GR \$17,640) and for FY97 is \$46,637 (GR \$18,049).
3. Four (4) clerical positions (2 Legal Secretaries, Gr. 14 and 2 Secretary Is, Gr.11) are requested to support the attorneys located in the county offices. Two of the Legal Secretaries are currently authorized as Supplemental Emergency positions and are filled. The request for FY96 is \$80,292 (GR \$31,073) and for FY97 is \$81,966 (GR \$31,720).
4. One (1) Electronic Data Processing Audit Supervisor (Gr. 22) position is requested to perform the specialized audit functions associated with the proliferation of computers and complex data processing systems. This requested position is graded higher than other auditors in the section because of the special computer knowledge required. The FY96 request is \$33,692 (GR \$13,039) and for FY97 is \$34,452 (GR \$13,333).
5. Four (4) positions are requested in the Office of Appeals and Hearings. These are three (3) Hearing Officers (Gr. 19) and one (1) Legal Secretary (Gr. 14). This section anticipates an increase of approximately 300 hearings per month during the biennium. The Legal Secretary position is currently provided from the Emergency Supplemental Pool and is filled. The total request for FY96 is \$107,073 (GR \$41,437) and for FY97 is \$109,421 (GR \$42,346).

The remainder of the request is in four general areas:

\$104,104 (GR \$40,288) is requested each year of the biennium to restore character 02 appropriation and funding which was transferred to characters 07 and 03 to accommodate Supplemental Emergency positions.

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
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**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995- 1997**

\$79,112 (GR \$33,724) in FY96 and \$73,270 (GR \$31,463) in FY97 would provide computers, printers, fax machines, modems, etc. to support staff in the Director's Office and Chief Counsel. The majority of this request is for staff located in 12 county offices.

\$7,860 (GR \$3,930) for FY96 and \$8,250 (GR \$4,125) for FY97 is requested in anticipation of inflationary increases in maintenance and operations.

\$14,496 (GR \$5,610) for both years of the biennium would allow for payment of overtime in compliance with the Fair Labor Standards Act.

Costs included in the Agency Request under "SALARY/MATCHING COST FOR BASE POSITIONS (P13)" reflect the appropriation needed for personal services above the Base Level and a 2.5% payplan increase on July 1 of each year of the biennium along with the accompanying employee matching requirements. The Executive Recommendation for the State Payplan will be presented for Legislative Recommendation as scheduled on December 7, 1994.

The Executive Recommendation provides an adjusted Base Level in which the Conference Fees and Travel line item is reduced by \$79,200 (General Revenue \$30,112) each year and the Professional Fees and Services line item is reduced by \$167,500 (General Revenue \$63,684) each year. These reductions restore the line items to the FY95 authorized level.

Priority requests that are included in the Executive Recommendation are as follows: 1) salaries and matching for the continuation of 1 Assistant Chief Counsel position that was established by Supplemental Personal Services Position procedures at a cost of \$45,581 (General Revenue \$17,640) in FY96 and \$46,637 (General Revenue \$18,049) in FY97; 2) salaries and matching for the continuation of 2 Legal Secretary (Grade 14) positions that were established by Supplemental Personal Services Position procedures for support of field attorneys at a cost of \$43,302 (General Revenue \$16,758) in FY96 and \$44,218 (General Revenue \$17,112) in FY97; 3) salaries and matching for the continuation of 1 Legal Secretary (Grade 14) position that was established by Supplemental Personal Services Position procedures for hearing officer staff support at a cost

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: D H S - Director's Office Code: 710	Name: Administration - Director Code: 868	Name: Admin. Paying Code: PWP	BR20	27

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1995 - 1997**

of \$45,581 (General Revenue \$17,640) in FY96 and \$46,637 (General Revenue \$18,049) in FY97; 4) Capital Outlay for equipment replacement in the amount of \$16,000 (General Revenue \$8,000) each year; and 5) Overtime and associated matching for compliance with the Fair Labor Standards Act.

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: D H S - Director's Office Code: 710	Name: Administration - Director Code: 868	Name: Admin. Paying Code: PWP	BR20	28

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	EXPENDITURES			95-96 FISCAL YEAR			96-97 FISCAL YEAR			RECOMMENDATIONS			
	93-94	94-95	94-95	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO							95-96	96-97	95-96	96-97
REGULAR SALARIES	4,137,016	4,779,610	5,775,107	4,779,610	424,139	5,203,749	4,779,610	554,228	5,333,838	4,860,183	4,862,195		
NUMBER OF POSITIONS	161	163	161	163	13	176	163	13	176	167	167		
EXTRA HELP	25,134	102,878	0	102,878	0	102,878	102,878	0	102,878	102,878	102,878		
NUMBER OF POSITIONS	4	5	5	5	0	5	5	0	5	5	5		
PERSONAL SERV MATCHING	1,142,264	1,414,484	1,665,087	1,414,484	254,726	1,669,210	1,414,484	281,824	1,696,308	1,446,941	1,447,359		
OVERTIME	0	0	0	0	12,000	12,000	0	12,000	12,000	12,000	12,000		
SUPPLEMENTAL EMERG SALARI	11,963	104,104	0	0	0	0	0	0	0				
OPERATING EXPENSES	881,827	943,440	944,100	943,440	111,964	1,055,404	943,440	112,354	1,055,794	943,440	943,440		
CONF FEES & TRAVEL	80,998	148,043	68,843	148,043	0	148,043	148,043	0	148,043	68,843	68,843		
PROF FEES & SERVICES	15,182	195,175	27,675	195,175	0	195,175	195,175	0	195,175	27,675	27,675		
CAPITAL OUTLAY	131,767	120,512	144,650	0	79,112	79,112	0	73,270	73,270	40,000	40,000		
DATA PROCESSING SERVICES	6,295	6,423	9,836	6,423	0	6,423	6,423	0	6,423	6,423	6,423		
TOTAL	6,432,446	7,814,669	8,635,298	7,590,053	881,941	8,471,994	7,590,053	1,033,676	8,623,729	7,508,383	7,510,813		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES	2,775,819	2,882,991	*****	2,885,782	349,950	3,235,732	2,885,782	407,843	3,293,625	2,857,661	2,858,601		
SPECIAL REVENUES		1,094	*****	1,063	35	1,098	1,063	50	1,113	1,063	1,063		
FEDERAL FUNDS	3,412,591	4,322,798	*****	4,198,549	508,833	4,707,382	4,198,549	592,683	4,791,232	4,161,430	4,162,920		
STATE CENTRAL SERVICES FUND			*****										
MERIT ADJUSTMENT FUND		88,191	*****										
CASH FUNDS			*****										
OTHER	244,036	519,595	*****	504,659	23,123	527,782	504,659	33,100	537,759	488,229	488,229		
TOTAL FUNDING	6,432,446	7,814,669	*****	7,590,053	881,941	8,471,994	7,590,053	1,033,676	8,623,729	7,508,383	7,510,813		
EXCESS APPRO/ (FUNDING)			*****										
TOTAL	6,432,446	7,814,669	*****	7,590,053	881,941	8,471,994	7,590,053	1,033,676	8,623,729	7,508,383	7,510,813		

DEPT 019 DEPARTMENT OF HUMAN SERVICES
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 APPRO 868 ADMINISTRATION - DIRECTOR

Items which are budgeted greater than authorized have been approved by the transfer authority in Arkansas Code 25-10-112, or the Miscellaneous Federal Grant authority.

APPROPRIATION SUMMARY

BR 215

FUND PHP DHS-(710)ADMIN PAYING

ARKANSAS BUDGET SYSTEM
PROGRAM/SERVICE INFORMATION LIST
RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1995 - 97 BIENNIAL REQUESTS				RECOMMENDATIONS							
					ACTUAL	BUDGETED	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE					
					93-94	94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
001		PHP	710 868 100 03 EEO/AA OFFICE	P01		0	62,021				63,324							
						0	3				3							
<p>This priority is for 3 positions: 1 Management Project Analyst I; 1 Document Examiner I; and, 1 Clerk Typist. The EEO/AA Office is required by the U.S. Department of Health and Human Services, and the U.S. Department of Agriculture to provide expanded civil rights monitoring to DHS Divisions. The requirement comes from Title VI of the 1964 Civil Rights Act, as amended. These positions are needed to meet this compliance requirement.</p>							SFY '96	SFY '97										
					Federal		31,011	31,662										
					General Revenue		31,010	31,662										
001		PHP	710 868 100 03 EEO/AA OFFICE	P02		0	11,500				11,500							
						0	0				0							
<p>This priority is for Capital Equipment in the EEO/AA Office which needs to be replaced and to adequately equip the new personnel asked for in Cost Center 100-03 Priority 01. The request is for office equipment, including computers, laser printers, transcribers, etc.</p>							SFY '96	SFY '97										
					Federal		5,750	5,750										
					General Revenue		5,750	5,750										
001		PHP	710 868 150 01 CHIEF COUNSEL	P01		0	45,581				46,637			45,581		46,637		
						0	1				1			1		1		
<p>This priority is to request that 1 Emergency Supplemental Pool position currently in the Office of Chief Counsel be made a permanent position. The position, Assistant to the Chief Counsel, Grade 99, is currently filled and is necessary to maintain the continuing level of administrative services.</p>							SFY '96	SFY '97										
					Federal		27,941	28,588										
					General Revenue		17,640	18,049										

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ARKANSAS BUDGET SYSTEM
PROGRAM/SERVICE INFORMATION LIST
RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19		
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		-----1995 - 97 BIENNIIUM REQUESTS-----				-----RECOMMENDATIONS-----									
					ACTUAL 93-94	BUDGETED 94-95	-----FY 1995 - 96-----		-----FY 1996 - 97-----		-----EXECUTIVE-----		-----LEGISLATIVE-----							
							REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
001		PHP	710 868 150 01 CHIEF COUNSEL	P02		0 0	51,612 0			45,770 0	24,000	24,000								
<p>This priority is for Capital Equipment to replace computers, laser printers, or other equipment as needed for all of the Sections and 12 County Offices within the Office of Chief Counsel. Much of the current equipment is becoming obsolete and rapidly wearing out. The equipment will have to be replaced in SFY '96-'97 biennium.</p>																				
							SFY'96	SFY'97												
							Federal General Revenue	31,638 19,974	28,057 17,713											
001		PHP	710 868 150 01 CHIEF COUNSEL	P05		0 0	104,104 0			104,104 0										
<p>This priority is to request the restoration to base level the Character 02-Maintenance and Operation Appropriation and Funding which was utilized to fund the Character 07-Supplemental Salaries during the SFY'94 & SFY'95 years. The Character 07 - Emergency Supplemental Salaries funding has been eliminated from the base level, along with the positions and appropriation.</p>																				
							SFY'96	SFY'97												
							Federal General Revenue	63,816 40,288	63,816 40,288											
001		PHP	710 868 150 03 COUNTY LEGAL OPERATIONS	P01		0 0	80,292 4			81,966 4	43,302 2	44,218 2								
<p>This priority is to request 4 positions: 2 Legal Secretaries, Grade 14; and 2 Secretary I's, Grade 11. These positions are necessary to the Department of Human Services in support of the Attorneys located in the county offices. Two of the legal secretary positions are currently provided from the Emergency Supplemental Pool, and are filled in SFY'95.</p>																				
							SFY'96	SFY'97												
							Federal General Revenue	49,219 31,073	50,246 31,720											

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ARKANSAS BUDGET SYSTEM
PROGRAM/SERVICE INFORMATION LIST
RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19									
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1995 - 97 BIENNIAL REQUESTS						RECOMMENDATIONS														
					ACTUAL	BUDGETED	FY 1995 - 96			FY 1996 - 97			EXECUTIVE		LEGISLATIVE												
					93-94	94-95	REQUEST	REQUEST	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97													
001		PHP	710 868 150 05 AUDIT	P01		0	33,692	1				34,452	1														
<p>This priority request for 1 Electronic Data Processing [EDP] Auditor, Grade 22 is necessary for the OCC Audit Section to maintain its professional standards. DHS is moving into a more complex information environment. Auditing such a complex environment a person of special talent. There is no position available to the Department to attract such a person with this ability. Such a position is important to maintain the integrity of the evolving information systems.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">SFY'96</td> <td style="text-align: center;">SFY'97</td> </tr> <tr> <td style="text-align: right;">Federal</td> <td style="text-align: center;">20,653</td> <td style="text-align: center;">21,119</td> </tr> <tr> <td style="text-align: right;">General Revenue</td> <td style="text-align: center;">13,039</td> <td style="text-align: center;">13,333</td> </tr> </table>																SFY'96	SFY'97	Federal	20,653	21,119	General Revenue	13,039	13,333				
	SFY'96	SFY'97																									
Federal	20,653	21,119																									
General Revenue	13,039	13,333																									
001		PHP	710 868 150 06 APPEALS AND FAIR HEARINGS	P01		0	107,073	4				109,421	4		21,651	22,109											
<p>This priority is for 3 Hearing Officers, Grade 19; and, 1 Legal Secretary, Grade 14. It is anticipated the Department will receive approximately 300 additional appeals a month in the area of personal care to individuals whose level of service has been reduced. We need these Hearing Officers to accommodate this increase. The Legal Secretary is currently provided from the Emergency Supplemental Pool, and is filled in SFY'95.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">SFY'96</td> <td style="text-align: center;">SFY'97</td> </tr> <tr> <td style="text-align: right;">Federal</td> <td style="text-align: center;">65,636</td> <td style="text-align: center;">67,075</td> </tr> <tr> <td style="text-align: right;">General Revenue</td> <td style="text-align: center;">41,437</td> <td style="text-align: center;">42,346</td> </tr> </table>																SFY'96	SFY'97	Federal	65,636	67,075	General Revenue	41,437	42,346				
	SFY'96	SFY'97																									
Federal	65,636	67,075																									
General Revenue	41,437	42,346																									
002		PHP	710 868 100 01 OFFICE OF THE DIRECTOR	P02		0	16,000	0				16,000	0		16,000												
<p>This priority is to request Capital Equipment Appropriation for the purchase of computers, laser printers, modems, fax machines, other computer hardware and the necessary software.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">SFY'96</td> <td style="text-align: center;">SFY'97</td> </tr> <tr> <td style="text-align: right;">Federal</td> <td style="text-align: center;">8,000</td> <td style="text-align: center;">8,000</td> </tr> <tr> <td style="text-align: right;">General Revenue</td> <td style="text-align: center;">8,000</td> <td style="text-align: center;">8,000</td> </tr> </table>																SFY'96	SFY'97	Federal	8,000	8,000	General Revenue	8,000	8,000				
	SFY'96	SFY'97																									
Federal	8,000	8,000																									
General Revenue	8,000	8,000																									

DEPT 019 DEPARTMENT OF HUMAN SERVICES
AGY 710 DEPARTMENT OF HUMAN SERVICES
APPRO 868 ADMINISTRATION - DIRECTOR

FUND PHP DHS-(710)ADMIN PAYING

RANK BY APPROPRIATION
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ARKANSAS BUDGET SYSTEM
PROGRAM/SERVICE INFORMATION LIST
RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19									
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	EXPENDITURES		1995 - 97 BIENNIIUM REQUESTS				RECOMMENDATIONS																
					ACTUAL	BUDGETED	FY 1995 - 96		FY 1996 - 97		EXECUTIVE		LEGISLATIVE														
					93-94	94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97															
002		PHP	710 868 150 01 CHIEF COUNSEL	P03		0	14,496	0	14,496	0	14,496	0	14,496														
<p>This request is for overtime appropriation for the Office of Chief Counsel personnel covered by the Fair Labor Standards Act.</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td></td> <td style="text-align: center;">SFY'96</td> <td style="text-align: center;">SFY'97</td> </tr> <tr> <td style="text-align: right;">Federal</td> <td style="text-align: center;">8,886</td> <td style="text-align: center;">8,886</td> </tr> <tr> <td style="text-align: right;">General Revenue</td> <td style="text-align: center;">5,610</td> <td style="text-align: center;">5,610</td> </tr> </table>																				SFY'96	SFY'97	Federal	8,886	8,886	General Revenue	5,610	5,610
	SFY'96	SFY'97																									
Federal	8,886	8,886																									
General Revenue	5,610	5,610																									

DEPT 019 DEPARTMENT OF HUMAN SERVICES
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APPRO 868 ADMINISTRATION - DIRECTOR

RANK BY APPROPRIATION

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ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	EXPENDITURES		94-95	95-96 FISCAL YEAR			96-97 FISCAL YEAR			RECOMMENDATIONS			
	93-94	94-95	AUTHORIZED	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	APPRO							95-96	96-97	95-96	96-97
CONTRACTUAL SERVICES	0	0	3,000,000	0	0	0	0	0	0				
				THIS APPROPRIATION IS NOT REQUESTED FOR THE NEW BIENNIUM									
TOTAL	0	0	3,000,000	0	0	0	0	0	0				
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING			*****										
EXCESS APPRO/ (FUNDING)			*****										
TOTAL			*****										

DEPT 019 DEPARTMENT OF HUMAN SERVICES
 AGY 710 DEPARTMENT OF HUMAN SERVICES
 APPRO 425 DIRECTOR'S OFFICE--ADEPT

FUND DAS DHS-(710)ADMINISTRATIVE

APPROPRIATION SUMMARY

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ARKANSAS BUDGET SYSTEM

01	02	03	04	05	06	07	08	09	10	11	12	13	14
CHARACTER TITLE	-----EXPENDITURES-----			-----95-96 FISCAL YEAR-----			-----96-97 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	93-94 ACTUAL	94-95 BUDGETED	94-95 AUTHORIZED APPRO	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE	
										95-96	96-97	95-96	96-97
SUPPORTIVE SERVICES	0	0	90,000	0	0	0	0	0	0				
THIS APPROPRIATION IS NOT REQUESTED FOR THE NEW BIENNIUM													
TOTAL	0	0	90,000	0	0	0	0	0	0				
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES			*****										
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER			*****										
TOTAL FUNDING			*****										
EXCESS APPRO/ (FUNDING)			*****										
TOTAL			*****										

DEPT 019 DEPARTMENT OF HUMAN SERVICES
 AGY 710 DEPARTMENT OF HUMAN SERVICES
 APPRO 869 DIRECTOR'S OFFICE -- SUPPORTIVE SERVICES

APPROPRIATION SUMMARY

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