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

**OFFICE OF THE SECRETARY**  
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[www.arkansas.gov/dfa](http://www.arkansas.gov/dfa)

February 13, 2025

Senator Kim Hammer, Co-Chair  
Representative Aaron Pilkington, Co-Chair  
PEER-Review Subcommittee  
Joint Budget Committee  
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, position, and General Revenue funding transfers for various divisions of the Department under the authority of Section 11(c) of Act 153 of 2024. This is the second request for Reallocation of Resources for FY2025 from a limit of four requests annually.

This transfer will provide adjustments to the Department of Human Services' authorizations for Fiscal Year 2025 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 "J. L. Hudson", written over a white background.

James L. Hudson  
Secretary

Attachments



**STATE OF ARKANSAS**  
**SARAH HUCKABEE SANDERS**  
**GOVERNOR**

January 27, 2025

Ms. Kristi Putnam, Secretary  
Department of Human Services  
Donaghey Plaza South, Slot #S201  
Seventh and Main Streets  
Little Rock, AR 72201

Dear Ms. Putnam:

In accordance with Section 11(c) of Act 153 of 2024, I am notifying Jim Hudson, Chief Fiscal Officer of the State, of my approval for you to request the Fiscal Year 2025 transfer items in your letter dated January 3, 2025 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 Joint Budget Committee for review.

Sincerely,

A handwritten signature in blue ink that reads "Sarah Sanders".

Sarah Huckabee Sanders  
Governor of Arkansas

Attachment



**DHS Secretary Kristi Putnam  
Office of the Secretary**

P.O. Box 1437, Slot S201, Little Rock, AR 72203-1437  
P: 501.682.8650 F: 501.682.6836 TDD: 501.682.8820

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January 3, 2025

The Honorable Sarah Huckabee Sanders  
Governor  
State Capitol, Room 250  
Little Rock, AR 72201

Re: Resource Reallocation #2

Dear Governor Sanders,

The Department of Human Services is submitting its second Reallocation of Resources Request for Fiscal Year 2025 for your approval. This request includes appropriation, funding, and position transfers. Justifications for the request are included with the attachments.

Thank you for your assistance. Please contact me if you need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kristi Putnam'.

Kristi Putnam, Secretary  
Arkansas Department of Human Services

KP:ri

cc: Robert Brech, Administrator  
DFA – Office of Budget

Andy Babbitt, Administrator  
DFA- Office of Accounting

**DHS REALLOCATION OF RESOURCES  
REQUEST #2 OF 4  
FY2025  
February PEER**

This is the second request by the Department of Human Services for Reallocation of Resources, from a limit of four annually. Section 11(c) of Act 153 of 2024 allows transfer authority to DHS and sets limits for the number of requests, dollar amounts of the total requests, and the purpose for which requests can be submitted.

This set of requests reflects the following impact to the allowances found in Section 11(c):

	<b>MAXIMUM 5% ALLOWANCE</b>	<b>TOTAL REQUEST TO DATE</b>	<b>BALANCE AVAILABLE</b>
Appropriation	\$593,968,405	\$20,563,324	\$573,405,081
Gen. Rev. Funds	\$91,859,145	\$3,328,149	\$88,530,996
Positions	412	11	401
Extra Help Pos.	37	0	37

The following paragraphs outline the need for the transfers as requested by each Division.

**SECRETARY’S OFFICE**

The Secretary’s Office (SO) is requesting a transfer of \$1,720,000 in appropriation from Professional Fees and Services to Operating Expenses to update Audio/Visual equipment for conference rooms and other outdated equipment.

The Secretary’s Office is also requesting to transfer \$1,321,384 in general revenue funding for cost allocation adjustments from the following divisions:

- \$1,182,464 from the Division of Children and Family Services;
- \$16,124 from the Division of County Operations;
- \$91,694 from the Division of Developmental Disabilities Services; and
- \$31,102 from the Division of Youth Services.

**DIVISION OF AGING, ADULT, AND BEHAVIORAL HEALTH SERVICES**

The Division of Aging, Adult, and Behavioral Health Services (DAABH) is requesting to transfer a total of 5 positions from the following divisions to provide needed nurses for the Arkansas State Hospital:

- 1 position from the Division of Developmental Disabilities Services; and
- 4 positions from the Division of Provider Services and Quality Assurance.

The Division of Aging, Adult, and Behavioral Health Services is requesting a transfer of \$400,000 in appropriation from Mental Health Grants to Capital Outlay to allow for the purchase of items required by the Arkansas Department of Health at the Arkansas State Hospital.

The Division of Aging, Adult, and Behavioral Health Services is also requesting to transfer \$31,653 in general revenue funding from the Division of Children and Family Services to reflect support in and out reconciliations for cost allocation adjustments.

#### **DIVISION OF COUNTY OPERATIONS**

The Division of County Operations (DCO) is requesting a transfer of \$3,000,000 in appropriation from Professional Fees and Services to Operating Expenses and Data Processing to better align their appropriation to the forecasted spending category and support additional IT expenses.

The Division of County Operations is also requesting to transfer \$1,833,714 in general revenue funding to reflect support in and out reconciliations for cost allocation adjustments from the following divisions:

- \$1,708,538 from the Division of Children and Family Services; and
- \$125,176 from the Division of Developmental Disabilities Services.

#### **DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES**

The Division of Developmental Disabilities Services (DDS) is requesting to transfer 5 positions from the Division of Provider Services and Quality Assurance to provide more consistent health care staffing for their clients.

The Division of Developmental Disabilities Services is also requesting to transfer \$70,037 in general revenue funding from the Division of Children and Family Services to reflect support in and out reconciliations for cost allocation adjustments.

#### **DIVISION OF MEDICAL SERVICES**

The Division of Medical Services (DMS) is requesting a transfer of \$50,000 in appropriation from Operating Expenses to Conference and Travel to support Medicaid related training and travel.

The Division of Medical Services is also requesting to transfer \$37,204 in general revenue funding from the Division of Children and Family Services to reflect support in and out reconciliations for cost allocation adjustments.

#### **DIVISION OF PROVIDER SERVICES AND QUALITY ASSURANCE**

The Division of Provider Services and Quality Assurance (DPSQA) is requesting to transfer \$34,157 in general revenue funding from the Division of Children and Family Services to reflect support in and out reconciliations for cost allocation adjustments.

**DEPARTMENT OF HUMAN SERVICES  
TRANSFER REQUEST SUMMARY  
FISCAL YEAR 2025**

	<u>CABINET</u>	<u>SECRETARY'S OFFICE</u>	<u>AGING, ADULT &amp; BEHAVIORAL SERVICES</u>	<u>CHILDREN &amp; FAMILY SERVICES</u>	<u>COUNTY OPERATIONS</u>	<u>DEV. DISABILITIES SERVICES</u>	<u>MEDICAL SERVICES</u>	<u>PROVIDER SRVS &amp; QUALITY ASSURANCE</u>	<u>YOUTH SERVICES</u>	<u>TOTAL</u>
<b>APPROPRIATION TRANSFERS</b>										
<b>A. WITHIN DIVISIONS</b>										
REGULAR SALARIES										-
EXTRA HELP										-
PERSONAL SERVICES MATCHING										-
OVERTIME										-
OPERATING EXPENSE		1,720,000.00			2,000,000.00		(50,000.00)			3,670,000.00
CONFERENCE FEES & TRAVEL							50,000.00			50,000.00
PROFESSIONAL FEES & SERVICES		(1,720,000.00)			(3,000,000.00)					(4,720,000.00)
CAPITAL OUTLAY			400,000.00							400,000.00
DATA PROCESSING SERVICES					1,000,000.00					1,000,000.00
DAABH MENTAL HEALTH BLOCK GRANT			(400,000.00)							(400,000.00)
										-
A. TOTAL	-	-	-	-	-	-	-	-	-	-
<b>B. BETWEEN DIVISIONS</b>										
REGULAR SALARIES										-
EXTRA HELP										-
PERSONAL SERVICES MATCHING										-
OVERTIME										-
OPERATING EXPENSE										-
CONFERENCE FEES & TRAVEL										-
PROFESSIONAL FEES & SERVICES										-
CAPITAL OUTLAY										-
DATA PROCESSING SERVICES										-
										-
B. TOTAL	-	-	-	-	-	-	-	-	-	-
<b>FUND TRANSFERS</b>										
GENERAL REVENUE-OPERATIONS										-
DAS FUND		1,321,384.00								-
DCF FUND				(3,064,053.00)						-
DBA FUND			31,653.00							-
DCO FUND					1,817,590.00					-
DEA FUND						(146,833.00)				-
DPQ FUND								34,157.00		-
DYS FUND									(31,102.00)	-
DEM FUND							37,204.00			-
DGF FUND										-
TOTAL FUND TRANSFERS	-	1,321,384.00	31,653.00	(3,064,053.00)	1,817,590.00	(146,833.00)	37,204.00	34,157.00	(31,102.00)	-
<b>POSITION TRANSFERS</b>										
TRANSFERS OUT	0	0	0	0	0	(1)	0	(9)	0	(10)
TRANSFERS IN	0	0	5	0	0	5	0	0	0	10
TOTAL POSITION TRANSFERS	0	0	5	0	0	4	0	(9)	0	0
<b>EXTRA HELP POSITION TRANSFERS</b>										
TRANSFERS OUT	0	0	0	0	0	0	0	0	0	0
TRANSFERS IN	0	0	0	0	0	0	0	0	0	0
TOTAL POSITION TRANSFERS	0	0	0	0	0	0	0	0	0	0

TRANSFER 2 OF 4  
Authority-Section 11(c), Act 153 of 2024

**Department of Human Services  
Secretary's Office.  
Reallocation of Resources #2 Request Detail - Fiscal Year 2025**

<b>Appropriations</b>									
<b>FROM</b>				<b>TO</b>				<b>Amount</b>	<b>Type</b>
<b>Funds Center</b>	<b>Commitment Item</b>	<b>Fund</b>	<b>Qtr</b>	<b>Funds Center</b>	<b>Commitment Item</b>	<b>Fund</b>	<b>Qtr</b>		
896	506:00:10	PWP5200	B	896	502:00:02	PWP5000	3	1,720,000	vii. Redirecting internal resources

<b>Funds</b>									
<b>FROM</b>			<b>TO</b>			<b>Amount</b>	<b>Type</b>		
<b>FUND</b>	<b>Division</b>		<b>FUND</b>	<b>Division</b>					
DCF0000	DCFS		DAS0000	Secretary's Office		1,182,464	vii. Redirecting internal resources		
DCO0000	DCO		DAS0000	Secretary's Office		16,124	vii. Redirecting internal resources		
DEA0000	DDS		DAS0000	Secretary's Office		91,694	vii. Redirecting internal resources		
DYS0000	DYS		DAS0000	Secretary's Office		31,102	vii. Redirecting internal resources		

<b>Positions</b>						
<b>FROM</b>			<b>To:</b>		<b>New Position Number (assigned by OPM)</b>	<b>Type</b>
<b>Division</b>	<b>Position</b>		<b>Division</b>			
	<b>Number</b>	<b>Code</b>	<b>Title</b>			

**Department of Human Services  
Secretary's Office.  
Reallocation of Resources #2 Request Detail - Fiscal Year 2025**

**Justification:**

**Appropriations:**

vii. Redirecting internal resources

The Secretary's Office is requesting to transfer \$1,720,000 in blocked CI:10 Professional Fees and Services appropriation from SO-Office of Information Technology to funded CI:02 Operating Expense in SO-Office of Finance. The Secretary's Office will use this to make some much needed updates to Audio/Visual equipment for Agency Conference rooms as well as for Shared Services Offices/Conference rooms. Any remaining funding will be used to update other outdated equipment.

**Funds:**

vii. Redirecting internal resources

The Secretary's Office is requesting a SGR transfer for Support In of \$1,182,464 from DCFS to support clients needs and services.

The Secretary's Office is requesting a SGR transfer for Support In of \$16,124 from DCO to support clients needs and services.

The Secretary's Office is requesting a SGR transfer for Support In of \$91,694 from DDS to support clients needs and services.

The Secretary's Office is requesting a SGR transfer for Support In of \$31,102 from DYS to support clients needs and services.

**Positions:**

**Recipient Division ( To Transfers):**

vii. Redirecting internal resources

Prepared by:

Frank Battista

Submitted by:

Genevieve  
Director

Request in compliance with approved IT plan on file DFA IGS State Technology Planning

Gary Zhou

Signature

1/17/25

Date



**Department of Human Services  
 Division of Aging, Adult and Behavioral Health Services  
 Reallocation of Resources Request Detail - Fiscal Year 2025**

<b>Appropriation</b>									
<b>FROM</b>				<b>TO</b>				<b>Amount</b>	<b>Type</b>
<b>Funds Center</b>	<b>Commitment Item</b>	<b>Fund</b>	<b>Qtr</b>	<b>Funds Center</b>	<b>Commitment Item</b>	<b>Fund</b>	<b>Qtr</b>		
2MN	510:00:04	PWE5300	B	896	512:00:11	PWP3500	B	400,000	vii. Redirecting Internal Resources

<b>Funds</b>					
<b>FROM</b>		<b>TO</b>		<b>Amount</b>	<b>Type</b>
<b>Fund</b>	<b>Division</b>	<b>FUND</b>	<b>Division</b>		
DCF0000	DCFS	DBA0000	DAABHS	31,653.00	vii. Redirecting Internal Resources

<b>Positions</b>						
<b>FROM</b>		<b>Position</b>		<b>To:</b>	<b>New Position Number</b>	<b>Type</b>
<b>Division</b>	<b>Number</b>	<b>Code</b>	<b>Title</b>	<b>Division</b>		
DPSQA	22098651	L038C	Registered Nurse	DAABHS	(assigned by OPM)	vii. Redirecting Internal Resources
DPSQA	22100177	L038C	Registered Nurse	DAABHS		vii. Redirecting Internal Resources
DPSQA	22114298	L038C	Registered Nurse	DAABHS		vii. Redirecting Internal Resources
DPSQA	22151178	L038C	Registered Nurse	DAABHS		vii. Redirecting Internal Resources
DDS	22152284	L009C	Nurse Manager	DAABHS		vii. Redirecting Internal Resources

**Department of Human Services  
Division of Aging, Adult and Behavioral Health Services  
Reallocation of Resources Request Detail - Fiscal Year 2025**

**Justification:**

**Appropriations:**

vii. Redirecting internal resources

DAABHS is requesting the transfer of \$400,000 blocked appropriation from PWE5300 to PWP3500 for the purchase of capital outlay items for Arkansas State Hospital that have been required to be updated due to Arkansas Department of Health inspection in the kitchen. These items are (2) Reach-In Refrigerators-\$10,465.90 for both, (1) Dishwasher, Conveyor Type-\$52,214.50, (2) Heated Holding Proofing Cabinet-Mobile-\$9,574.30, and (2) Reach-In Refrigerators-\$6,850.00 for both. Remainder appropriation will be used to purchase additional equipment at ASH and AHC should funding become available.

**Funds:**

vii Redirecting internal resources

DAABHS is requesting the transfer of \$31,653 in SGR from DCFS to meet client needs and services

**Positions:**

**Recipient Division ( To Transfers):**

vii. Redirecting internal resources

DAABHS is requesting transfer of position #22098651 from DPSQA, this position will provide needed nurses for Arkansas Health Center

DAABHS is requesting transfer of position #22151178 from DPSQA, this position will provide needed nurses for Arkansas Health Center

DAABHS is requesting transfer of position #22100177 from DPSQA, this position will provide needed nurses for Arkansas State Hospital

DAABHS is requesting transfer of position #22114298 from DPSQA, this position will supervise the Arkansas State Hospital 911 Conditional Release Monitor Unit

DAABHS is requesting transfer of position #22152284 from DDS, this position will oversee and administer nursing home Medicaid funded services

**Prepared by:**

Stephanie Searce

*Stephanie Searce*

**Submitted by:**

*Paula Stone*  
Director

*Jay Hiee*

**Department of Human Services  
Division of County Operations  
Reallocation of Resources Request Detail #2 - Fiscal Year 2025**

FROM				TO				Amount	Type
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr		
PWP4500	506:00:10	896	3	PWP4500	502:00:02	896	3	\$ 2,000,000	vii). Redirecting internal resources
PWP4500	506:00:10	896	3	PWP4500	590:00:44	896	3	\$ 1,000,000	vii). Redirecting internal resources
									vii). Redirecting internal resources

FROM		TO		Amount	Type
Title	Division	Division	Division		
DCF0000	DCFS	PWP4500	DCO	\$ 1,708,538	vii). Redirecting internal resources
DEA0000	DDS	PWP4500	DCO	\$ 125,176	vii). Redirecting internal resources

FROM	Position		To:	New Position	Type
Division	Number	Code	Division	Number (assigned by OPM)	
					vii). Redirecting internal resources
					vii). Redirecting internal resources
					vii). Redirecting internal resources
					vii). Redirecting internal resources
					vii). Redirecting internal resources
					vii). Redirecting internal resources
					vii). Redirecting internal resources

**DCO - RRR - SFY'25-Justification:**

**Recipient Fund (To Transfers):**

- APPROPRIATION
- DCO is requesting to transfer appropriation from PWP4500 896 506:00:10 (Prof Fees & Svcs) to PWP4500 896 502:00:02 to better align category of general operating expenses.
- DCO is requesting to transfer appropriation from PWP4500 896 506:00:10 (Prof Fees & Svcs) to PWP4500 896 590:00:44 to support IT expenses.

**FUNDS**

- DCO is requesting the transfer of GR funds from DCF0000 in the amount of \$1,708,538 for administrative support.
- DCO is requesting the transfer of GR funds from DEA0000 in the amount of \$125,176 for administrative support.

**POSITIONS**

Request in compliance with approved IT plan on file DFA IGS State Technology Planning

*Gary Zhou*

1/17/25

Signature

Date

Prepared by: *Lisa W* 12/13/24

*Mary Franklin* 12/13/24

Lisa W II, DCO/CFO (Date)

Mary Franklin, Director, DCO (Date)

**Department of Human Services**  
**DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES**  
**Reallocation of Resources #2 Request Detail - Fiscal Year 2025**

Appropriations									
FROM				TO				Amount	Type
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr		


Funds							
FROM			TO			Amount	Type
Title	Division		Title	Division			
DCF0000	DCFS		DEA0000	DDS		70,037	vi. Redirecting internal resources


Positions							
FROM		Position			To:	New Position Number	Type
Division		Number	Code	Title	Division	(assigned by OPM)	
DPSQA		22097333	L038C	REGISTERED NURSE	DDS		vi). Redirecting internal resources
DPSQA		22098177	L038C	REGISTERED NURSE	DDS		vi). Redirecting internal resources
DPSQA		22101264	L038C	REGISTERED NURSE	DDS		vi). Redirecting internal resources
DPSQA		22104081	L038C	REGISTERED NURSE	DDS		vi). Redirecting internal resources
DPSQA		22114296	L038C	REGISTERED NURSE	DDS		vi). Redirecting internal resources

**Justification:**

Donor Division (From Transfers):

Recipient Division ( To Transfers):  
 DDS is requesting the transfer of \$70,037 in SGR from DCFS for annual support-in reconciliations between divisions on cost allocations.  
 DDS is listing positions that are needed at our direct care facilities to provide more consistent health care staffing for our clients.

Prepared by:  
  
 Lena Bethell - DDS CFO

Submitted by:  
  
 Division Director

**Department of Human Services  
Division of Medical Services  
Reallocation of Resources Request #2 Detail - Fiscal Year 2025**

<b>FROM</b>				<b>TO</b>					
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr	Amount	Type
896	502:00:02	PWP4000	2	PWP4000	505:00:09	PWP4000	2	50,000	vii. Redirecting internal resources

<b>FROM</b>		<b>TO</b>			
Fund	Division	FUND	Division	Amount	Type
DCF0000	DCFS	DEM0000	DMS	\$ 37,204	vii. Redirecting internal resources

<b>FROM</b> Division	Position			<b>To:</b> Division	New Position Number (assigned by OPM)	Type
	Number	Code	Title			

**Department of Human Services  
Division of Medical Services  
Reallocation of Resources Request #2 Detail - Fiscal Year 2025**

**Justification:**

Donor Division (From Transfers):

Recipient Division ( To Transfers):

Requesting to reallocate appropriation from PWP4000 DMS Director's Office Administration commitment item 502:00:02 Operating Expense to PWP4000 DMS Director's Office Administration commitment item 505:00:09 Travel-Conference in the amount of \$50,000.00. This is to support DHS and DMS leadership travel that is Medicaid related. Also included is the annual support-in reconciliations between divisions on cost allocation from DCFS to DMS.

Prepared by:

 12-13-24

CFO

(Date)

Submitted by:

 12-13-24

Director

(Date)

**Department of Human Services  
 Division of Provider Services and Quality Assurance  
 Reallocation of Resources Request #2 Detail - Fiscal Year 2025**

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

<b>Funds</b>									
<b>FROM</b>			<b>TO</b>						
Fund	Division		FUND	Division		Amount	Type		
DCF0000	DCFS		DPQ0000	DPSQA		\$ 34,157	vii. Redirecting internal resources		

<b>Positions</b>									
<b>FROM</b>	<b>Position</b>			<b>To:</b>	<b>New Position</b>				
Division	Number	Code	Title	Division	Number (assigned by OPM)	Type			

**Department of Human Services  
Division of Provider Services and Quality Assurance  
Reallocation of Resources Request #2 Detail - Fiscal Year 2025**

**Justification:**

Donor Division (From Transfers):

Recipient Division ( To Transfers):

DPSQA is receiving \$34,157 GR from DCFS for annual support in and support out adjustments for DHS.

Prepared by:

 12-13-24

CFO

(Date)

Submitted by:

 12-13-24

Director

(Date)