

# **State of Alaska FY2018 Governor's Operating Budget**

## **Department of Labor and Workforce Development Vocational Rehabilitation Administration Component Budget Summary**

**Component: Vocational Rehabilitation Administration**

**Contribution to Department's Mission**

The Vocational Rehabilitation Administration component contributes to the department's mission by providing administrative support and oversight to the Division of Vocational Rehabilitation programs.

**Core Services**

- Set policy and provide oversight and evaluation of the activities of the division.
- Monitor grants to public and private non-profit organizations providing disabilities services.
- Identify new federal and state resources available to support the program.
- Participate in a collaborative partnership with two federally required consumer controlled councils to ensure an effective service delivery system.

**Major Component Accomplishments in 2016**

During FY2016, the Vocational Rehabilitation Administration component:

- Worked with the Division of Employment and Training Services, the Alaska Workforce Investment Board, and other partner agencies to implement the Workforce Innovation Opportunity Act. This included development of the Alaska State Combined Workforce Plan that outlines a four-year strategic and operational workforce development plan after comprehensive analyses of state and regional economies, training needs, and opportunities.
- Completed and submitted the Alaska Comprehensive Statewide Needs Assessment, which is a federal requirement to conduct every three years.

**Key Component Challenges**

A key challenge for the Vocational Rehabilitation Administration component is to file required federal reports utilizing the state's new accounting system.

**Significant Changes in Results to be Delivered in FY2018**

No significant changes in results to be delivered are anticipated.

**Statutory and Regulatory Authority**

## Federal Authority:

34 CFR Part 361  
Public Law 113-128

State Vocational Rehabilitation Services Program  
Workforce Innovation and Opportunity Act

## Statutory Authority:

AS 23.15

Employment Service – Vocational Rehabilitation Program

## Administrative Regulations:

8 AAC 98

Vocational Rehabilitation Program

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Vocational Rehabilitation Administration Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2017</u> <u>Management</u> <u>Plan</u>	<u>FY2018</u> <u>Governor</u>		
			Annual Salaries	629,770
Full-time	8	8	Premium Pay	0
Part-time	0	0	Annual Benefits	361,685
Nonpermanent	0	0	<i>Less 1.40% Vacancy Factor</i>	<i>(13,855)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>8</b>	<b>8</b>	<b>Total Personal Services</b>	<b>977,600</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Technician IV	0	0	1	0	1
Admin Operations Mgr I	0	0	1	0	1
Administrative Officer I	0	0	1	0	1
Division Director	0	0	1	0	1
Office Assistant II	0	0	1	0	1
Project Assistant	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>

**Component Detail All Funds**  
**Department of Labor and Workforce Development**

**Component:** Vocational Rehabilitation Administration (202)  
**RDU:** Vocational Rehabilitation (65)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	960.3	985.3	985.3	985.3	977.6	-7.7	-0.8%
72000 Travel	22.4	40.6	40.6	40.6	40.6	0.0	0.0%
73000 Services	144.9	210.4	210.4	210.4	228.7	18.3	8.7%
74000 Commodities	10.6	31.0	31.0	31.0	31.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>1,138.2</b>	<b>1,267.3</b>	<b>1,267.3</b>	<b>1,267.3</b>	<b>1,277.9</b>	<b>10.6</b>	<b>0.8%</b>
<b>Fund Sources:</b>							
1002Fed Rcpts (Fed)	1,109.3	1,257.3	1,257.3	1,257.3	1,267.9	10.6	0.8%
1007I/A Rcpts (Other)	28.9	10.0	10.0	10.0	10.0	0.0	0.0%
<b>Unrestricted General (UGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>28.9</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>1,109.3</b>	<b>1,257.3</b>	<b>1,257.3</b>	<b>1,257.3</b>	<b>1,267.9</b>	<b>10.6</b>	<b>0.8%</b>
<b>Positions:</b>							
Permanent Full Time	8	8	8	8	8	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Labor and Workforce Development**

**Component:** Vocational Rehabilitation Administration (202)  
**RDU:** Vocational Rehabilitation (65)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2017 Conference Committee To FY2017 Authorized *****												
<b>FY2017 Conference Committee</b>												
	ConfCom	1,267.3	985.3	40.6	210.4	31.0	0.0	0.0	0.0	8	0	0
1002 Fed Rcpts		1,257.3										
1007 I/A Rcpts		10.0										
<b>Subtotal</b>		<b>1,267.3</b>	<b>985.3</b>	<b>40.6</b>	<b>210.4</b>	<b>31.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8</b>	<b>0</b>	<b>0</b>
***** Changes From FY2017 Management Plan To FY2018 Governor *****												
<b>Align Authority with Anticipated Expenses</b>												
	LIT	0.0	-18.3	0.0	18.3	0.0	0.0	0.0	0.0	0	0	0
Transfer personal services authority to pay anticipated services expenses. The remaining personal services authority is sufficient to cover anticipated expenses.												
<b>FY2018 Salary and Health Insurance Increases</b>												
	SalAdj	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		2.0										
Includes: ACOA COLA, 2.25% per contract ending 6/30/2018; GGU HI increase from \$1346 to \$1389; LTC HI increase from \$1363 to \$1432.: \$2.0												
FY2018 PS Health Ins.: \$2.0												
<b>Supervisory Unit 15 Hour Furlough Contract Terms</b>												
	SalAdj	-1.3	-1.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		-1.3										
Alaska Public Employees Association, supervisory unit, 15 hours of furlough required for each permanent full-time employee in each year from July 1, 2016 to June 30, 2018.												
<b>FY2018 Alaska Care &amp; PSEA Health Insurance Increase</b>												
	SalAdj	9.9	9.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		9.9										
Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$7.4												
Alaska Care rate increase from \$1346 to \$1555 per month for exempt and partially exempt employees. \$2.5												
<b>Totals</b>		<b>1,277.9</b>	<b>977.6</b>	<b>40.6</b>	<b>228.7</b>	<b>31.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Labor and Workforce Development**

**Scenario:** FY2018 Governor (13956)  
**Component:** Vocational Rehabilitation Administration (202)  
**RDU:** Vocational Rehabilitation (65)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
05-2001	Division Director	FT	A	XE	Juneau	N05	27E / F	12.0		128,742	0	0	63,435	192,177	0
05-2003	Accounting Technician IV	FT	A	SS	Juneau	99	18O	12.0		92,467	0	0	51,043	143,510	0
05-2004	Office Assistant II	FT	A	GP	Juneau	205	10B	12.0		36,576	0	0	29,550	66,126	0
05-2023	Admin Operations Mgr I	FT	A	SS	Juneau	99	22O	12.0		120,579	0	0	60,831	181,410	0
05-2042	Accounting Tech II	FT	A	GP	Juneau	205	14J / K	12.0		59,481	0	0	37,525	97,006	0
05-2044	Administrative Officer I	FT	A	SS	Juneau	99	17L	12.0		77,351	0	0	45,779	123,130	0
05-2046	Project Assistant	FT	A	GG	Juneau	205	16L / M	12.0		71,883	0	0	41,843	113,726	0
05-7007	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		42,691	0	0	31,679	74,370	0
													<b>Total Salary Costs:</b>	629,770	
													<b>Total COLA:</b>	0	
													<b>Total Premium Pay:</b>	0	
													<b>Total Benefits:</b>	361,685	
													<b>Total Pre-Vacancy:</b>	991,455	
													<b>Minus Vacancy Adjustment of 1.40%:</b>	(13,855)	
													<b>Total Post-Vacancy:</b>	977,600	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	977,600	

	Total Positions	New	Deleted
<b>Full Time Positions:</b>	8	0	0
<b>Part Time Positions:</b>	0	0	0
<b>Non Permanent Positions:</b>	0	0	0
<b>Positions in Component:</b>	8	0	0

**Total Component Months:** 96.0

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1002 Federal Receipts	991,455	977,600	100.00%
<b>Total PCN Funding:</b>	<b>991,455</b>	<b>977,600</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Line Item Detail (1676)**  
**Department of Labor and Workforce Development**  
**Travel**

**Component:** Vocational Rehabilitation Administration (202)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel		22.4	40.6	40.6
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>2000 Travel Detail Totals</b>			<b>22.4</b>	<b>40.6</b>	<b>40.6</b>
2000	In-State Employee Travel	Staff travel throughout the state to support the department's mission	5.2	33.0	33.0
2002	Out of State Employee Travel	Staff travel out of state to national organization meetings and conferences	7.2	7.6	7.6
2005	Moving Costs	Moving and relocation costs. Includes payments to both vendors and employees.	10.0	0.0	0.0

**Line Item Detail (1676)**  
**Department of Labor and Workforce Development**  
**Services**

**Component:** Vocational Rehabilitation Administration (202)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		144.9	210.4	228.7
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>3000 Services Detail Totals</b>			<b>144.9</b>	<b>210.4</b>	<b>228.7</b>
3000	Education Services	Membership, training, and conference fees	1.4	2.0	2.0
3003	Information Technology	Maintenance costs for program-specific software	0.0	1.0	1.0
3003	Information Technology	Admin - Department-wide Software licensing fee chargeback (I/A transfer to DOA)	2.9	2.9	2.9
3004	Telecommunications	Cable, long distance, cell phone, and data network service charges	2.8	4.0	4.0
3006	Delivery Services	Freight, postage, and express mail charges	0.5	2.0	2.0
3007	Advertising and Promotions	Advertising required to fill vacant positions or to obtain office space	0.0	0.5	0.5
3008	Utilities	Disposal of confidential materials	0.7	0.7	0.7
3009	Structure/Infrastructure/Land	Miscellaneous office repairs; costs to store financial and administrative records	1.6	6.0	6.0
3010	Equipment/Machinery	Maintenance and repair of office equipment	1.0	3.0	3.0
3011	Other Services	Other services for purposes yet to be determined	0.0	30.8	49.1
3012	Inter-Agency Federal Indirect Rate Allocation	Labor - Management Services (335) Indirect cost allocation for departmental purchasing, state accounting, federal accounting reports, personnel training, contracts, and fiscal services provided by Management Services	45.5	49.7	49.7

**Line Item Detail (1676)**  
**Department of Labor and Workforce Development**  
**Services**

**Component:** Vocational Rehabilitation Administration (202)

Object Class		Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>3000 Services Detail Totals</b>				<b>144.9</b>	<b>210.4</b>	<b>228.7</b>
			(I/A transfer to Management Services)			
3013	Inter-Agency Data Processing Operations Allocation	Labor - Data Processing (334)	Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	0.0	16.1	16.1
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA)	6.2	6.5	6.5
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA)	13.6	14.4	14.4
3021	Inter-Agency Mail	Admin - Department-wide	Centralized mail services chargeback (I/A transfer to DOA)	0.2	0.2	0.2
3022	Inter-Agency Human Resources	Admin - Department-wide	Human resource services chargeback (I/A transfer to DOA)	5.4	5.5	5.5
3023	Inter-Agency Building Leases	Admin - Department-wide	Building leases chargeback (I/A transfer to DOA)	61.8	62.3	62.3
3025	Inter-Agency Auditing	Admin - Department-wide	Auditing services chargeback (I/A transfer to DOA)	0.1	0.4	0.4
3026	Inter-Agency Insurance	Admin - Department-wide	Risk management services chargeback (I/A transfer to DOA)	0.6	0.6	0.6
3027	Inter-Agency Financial	Admin - Department-wide	State payroll and accounting system chargeback (I/A transfer to DOA)	0.6	0.7	0.7
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Americans with Disabilities Act chargeback (I/A transfer to DOA)	0.0	0.1	0.1
3029	Inter-Agency Education/Training	Admin - Department-wide	Employee training (I/A transfer to DOA)	0.0	1.0	1.0

**Line Item Detail (1676)**  
**Department of Labor and Workforce Development**  
**Commodities**

**Component:** Vocational Rehabilitation Administration (202)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		10.6	31.0	31.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>4000 Commodities Detail Totals</b>			<b>10.6</b>	<b>31.0</b>	<b>31.0</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	10.6	28.5	28.5
4002	Household/Institutional	Miscellaneous office cleaning supplies	0.0	2.5	2.5

**Revenue Detail (1681)**  
**Department of Labor and Workforce Development**

**Component:** Vocational Rehabilitation Administration (202)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>5002 Fed Rcpts (1002 Fed Rcpts)</b>			<b>1,109.3</b>	<b>1,257.3</b>	<b>1,267.9</b>
5003 Federal - Indirect Recovery		The Vocational Rehabilitation Administration (VRA) component is primarily funded by an annual federally-approved Indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally-funded personal services within the division. Other fund sources provide the remainder.	1,109.3	1,257.3	1,267.9
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>28.9</b>	<b>10.0</b>	<b>10.0</b>
5301 Inter-Agency Receipts		Interagency receipt authority for reimbursable services agreements to be determined	28.9	10.0	10.0

**Inter-Agency Services (1682)**  
**Department of Labor and Workforce Development**

**Component:** Vocational Rehabilitation Administration (202)

	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>Component Totals</b>	<b>136.9</b>	<b>160.4</b>	<b>160.4</b>
With Department of Administration	91.4	94.6	94.6
With Department of Labor and Workforce Development	45.5	65.8	65.8

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor	
3003	Information Technology	Admin - Department-wide	Software licensing fee chargeback (I/A transfer to DOA)	2.9	2.9	2.9
3012	Inter-Agency Federal Indirect Rate Allocation	Labor - Management Services (335)	Indirect cost allocation for departmental purchasing, state accounting, federal accounting reports, personnel training, contracts, and fiscal services provided by Management Services (I/A transfer to Management Services)	45.5	49.7	49.7
3013	Inter-Agency Data Processing Operations Allocation	Labor - Data Processing (334)	Allocation for Data Processing network and supportive services (I/A transfer to Data Processing)	0.0	16.1	16.1
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA)	6.2	6.5	6.5
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA)	13.6	14.4	14.4
3021	Inter-Agency Mail	Admin - Department-wide	Centralized mail services chargeback (I/A transfer to DOA)	0.2	0.2	0.2
3022	Inter-Agency Human Resources	Admin - Department-wide	Human resource services chargeback (I/A transfer to DOA)	5.4	5.5	5.5
3023	Inter-Agency Building Leases	Admin - Department-wide	Building leases chargeback (I/A transfer to DOA)	61.8	62.3	62.3
3025	Inter-Agency Auditing	Admin - Department-wide	Auditing services chargeback (I/A	0.1	0.4	0.4

**Inter-Agency Services (1682)**  
**Department of Labor and Workforce Development**

**Component:** Vocational Rehabilitation Administration (202)

Object Class		Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3026	Inter-Agency Insurance	Admin - Department-wide	transfer to DOA) Risk management services chargeback (I/A transfer to DOA)	0.6	0.6	0.6
3027	Inter-Agency Financial	Admin - Department-wide	State payroll and accounting system chargeback (I/A transfer to DOA)	0.6	0.7	0.7
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Americans with Disabilities Act chargeback (I/A transfer to DOA)	0.0	0.1	0.1
3029	Inter-Agency Education/Training	Admin - Department-wide	Employee training (I/A transfer to DOA)	0.0	1.0	1.0