


N.H. Department of Health & Human Services (DHHS)  
Division of Long Term Supports and Services (DLTSS)  
Bureau of Elderly & Adult Services (BEAS)

105 Pleasant St.  
Concord, NH 03301

<b>STATE OF NEW HAMPSHIRE BEAS GENERAL MEMORANDUM (GM)</b>	
<b>DATE:</b>	May 15, 2023
<b>TO:</b>	Melissa Hardy, Division Director, Division of Long Term Supports and Services (DLTSS); Wendi Aultman, Bureau Chief, Elderly and Adult Services; Kristina Ickes, CFI Program Administrator, Kyra Leonard, DLTSS Finance Director; Jennifer Doig, DLTSS Finance Administrator; Kerri King, IT Manager, Options Helpdesk; All BEAS Staff; BEAS contracted Nutrition Providers
<b>FROM:</b>	Wendi Aultman, Bureau Chief, Elderly and Adult Services
<b>SIGNATURE:</b>	
<b>SUBJECT:</b>	Home & Community Based Services (HCBS) – American Rescue Plan Act (ARPA) – Invoicing Process
<b>GM NUMBER:</b>	GM 23-19
<b>EFFECTIVE DATE:</b>	April 2023
<b>REGULATORY GUIDANCE:</b>	This memo is a communication tool circulated for informational purposes only. The goal is to provide information and guidance to the individuals to whom it is addressed. The contents of this memo and the information conveyed are subject to change. This communication is not intended to take the place of or alter written law, regulations or rule.

<b>MEMORANDUM SUMMARY</b>	
<p>The Purpose of this memorandum is to notify BEAS’ contracted Nutrition Providers of the following for SFY 2023 &amp; 2024:</p> <ul style="list-style-type: none"> <li>• Billing instructions for Home &amp; Community Based Services, ARPA (American Rescue Plan Act) funding to support Nutrition Services.</li> </ul>	

The Bureau of Elderly and Adult Services (BEAS) is sharing the following information for agencies to consider as they submit service authorizations and invoices for the COVID-19 emergency related services. Follow this link for all of the COVID-19 Home and Community Based Care Guidance: <https://www.dhhs.nh.gov/covid-19-guidance-home-and-community-based-care>

## Invoicing and Reporting:

- Invoicing for HCBS ARPA Home Delivered Meal (HD) Units:
  - Use Service code 388 for invoicing of HCBS ARPA HD Meal Units for the period starting 04/01/2023.
- HCBS ARPA payment for Congregate Meal Units as Home Delivered Meal Units –A new Options service code will be used to identify these clients/units and for payment of these funds.
  - Options Service Code = 388
  - Description = Nutrition HD- HCBS ARPA
  - Rate = \$8.11
  - Service Authorizations Required
  - Invoices submitted for payment
  - End date is 06/30/2024
  - Begin date is 04/01/2023
- BEAS Form 3502 has been updated with these new Options service codes. An electronic copy of the form will be sent to the contract agencies.

Who do I contact if I have additional questions?

Please direct questions regarding this Memorandum to all listed below:

- Maureen Brown, BEAS Nutrition Consultant: [maureen.brown@dhhs.nh.gov](mailto:maureen.brown@dhhs.nh.gov)
- Options HelpDesk for coding/billing questions: [options@dhhs.nh.gov](mailto:options@dhhs.nh.gov)
- Jennifer Rand, BEAS' Finance Administrator II for financial questions: [Jennifer.H.Rand@dhhs.nh.gov](mailto:Jennifer.H.Rand@dhhs.nh.gov); or
- Laurie Heath, BEAS Finance Administrator III for financial questions: [Laurie.J.Heath@dhhs.nh.gov](mailto:Laurie.J.Heath@dhhs.nh.gov)
- Thom O'Connor, Community Based Programs Administrator: [Thom.M.OConnor@dhhs.nh.gov](mailto:Thom.M.OConnor@dhhs.nh.gov)