


NH Department of Health and Human Services (DHHS)  
Division of Long Term Supports and Services  
Bureau of Developmental Services (BDS)

105 Pleasant St.  
Concord, NH 03301

<b>STATE OF NEW HAMPSHIRE</b>	
<b>BDS GENERAL MEMORANDUM (GM)</b>	
<b>DATE:</b>	September 26, 2023
<b>TO:</b>	Area Agency (AA) CEOs; Service Coordination Providers
<b>FROM:</b>	Sandy Feroz, BDS Bureau Chief
<b>SIGNATURE:</b>	
<b>SUBJECT:</b>	RSA 171-A:1-e
<b>GM NUMBER:</b>	GM#23-013
<b>EFFECTIVE DATE:</b>	August 4, 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>GM SUMMARY</b>
<p>The purpose of this memorandum is to:</p> <p>Provide uniform guidance to key stakeholders to request additional funds to carry out the services required in an individual service agreement as outlined in RSA 171-A:1-e.</p>

Recently adopted RSA 171-A:1-e grants the Department of Health and Human Services the authority to allocate existing budget appropriations, to the extent available, to requests for additional funds necessary to carry out the services required in the individual service agreement for individuals with approved budgets that are older than 24 months, when the request is due to additional expenditures, such as cost-of-living or other wage and compensation increases. The services that are included are:

Residential;  
Community Participation Services;  
Supported Employment Services;  
Community Support Services; and  
Crisis Response Services.

In addition, the department shall only allocate said funds if the requested expenditures would promote efficiency, economy, and quality of care pursuant to section 1902(a)(30)(A) of the Social Security Act.

## **Process to Request Funding**

Agencies requesting funds for the additional expenditures shall prepare and submit the following required documentation to BDS:

- An itemized budget request that outlines the additional funds requested, and the effective date, with RSA 171-A:1-e noted on the budget request to the BDS Liaison;
- A justification detailing how the request for additional funds will assist in carrying out the services required in the service agreement; and
- Signed acknowledgement of the reporting requirements (see below).

## **BDS Review Process**

BDS will review complete submission requests and will approve or deny the request for additional funds. Following a decision, BDS will record and track all requests including the amount of the request, reason for the request and whether the request was approved or denied. All requests that are denied will indicate the reason for denial. Following the approval, the BDS Liaison will notify the service coordinator to update the authorization.

## **Reporting**

Using the attached form, the service provider will submit documentation on the 15<sup>th</sup> of the month for services provided during the prior month to BDS via: [BDS@dhhs.nh.gov](mailto:BDS@dhhs.nh.gov), noting in the subject line: **RSA 171-A:1-e Reporting**, a monthly report of the use of the funds, including: details of the expenditures of approved additional funds, including, the amount of funds that are paid to direct support providers and all details of how the funding is allocated to the person's services and service providers.

If BDS has not received the report by the 30<sup>th</sup> of the month, the Service Authorization will be suspended.

If you have any questions, please contact me at [Sandy.L.Feroz@dhhs.nh.gov](mailto:Sandy.L.Feroz@dhhs.nh.gov) or 603.271.5026. Thank you.