


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

**105 Pleasant St.
Concord, NH 03301**

STATE OF NEW HAMPSHIRE BDS GENERAL MEMORANDUM (GM)	
DATE:	June 27, 2023
TO:	Designated Area Agencies, Service Coordination Agencies, Developmental Disabilities, and Acquired Brain Disorder Waiver Residential Service Providers
FROM:	Sandy Feroz, Bureau Chief, Bureau of Developmental Services (BDS)
SIGNATURE:	
SUBJECT:	DHHS Room and Board Funding Request Guidance
GM NUMBER:	GM#23-010
EFFECTIVE DATE:	July 1, 2023
REGULATORY GUIDANCE:	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.

MEMORANDUM SUMMARY
The purpose of this memorandum is to set forth the criteria and procedure for managing and processing BDS Room and Board funding requests (R&B). BDS maintains the final authority and responsibility for approving funding requests related to BDS R&B funds as long as funds are available. Request received without proper documentation will be returned to requester.

I. Room and Board Funds

Medicaid/Medicaid waiver funds cannot be utilized for costs of room and board expenses for individuals. Room and Board (R&B) expenses must be met from an individual’s resources or through other sources. Room and Board payments are made from individual's income by the individual/guardian or designated payee directly to the agency or entity providing residential services. Annually, DHHS identifies the Monthly Residential fees allowable for He-M 1001 Certified Agency Residences (“Certified Residence”) that each individual is responsible for in each type of Certified Residence. The residential fees paid by an individual must be utilized by the Certified Residence to pay for R&B costs. If the residential fees are not enough to pay for the R&B costs for an individual, then BDS R&B funds can be requested.

BDS has a limited amount of general funds available to assist with paying the R&B costs in excess of the residential fees for individuals receiving services in a Certified Residence through the Developmental Disability (DD) and Acquired Brain Disorder (ABD) waivers. The number of individuals in receipt of these funds will depend on the collaborative efforts of individuals/guardians, service coordinators, residential service providers, and BDS to utilize these dollars in the most efficient manner. BDS may establish a cap on the number of participants and reimburse Certified Residence providers at less than 100% of the request,

based on available allocations. Requests will be reviewed and funded on a first come, first served basis. These funds are not guaranteed to be approved for every request, and each request must include documentation that all community resources, inclusive of housing subsidies, fuel assistance, and SNAP benefits are applied for within 30 days of submitting a request for R&B funds.

II. Definition of Room and Board (R&B)

Room and Board is defined as:

- **Room** costs are categorized as shelter and property-related costs such as the rental, maintenance, and/or utilities.
- **Board** costs are categorized as three meals a day or any other full nutritional regimen, excluding alcohol. Board does not include the provision of a meal at an adult day health or similar facility outside the individual's home.

III. Room and Board Request Requirements

- R&B fund requests must be submitted to BDS using the BDS R&B Budget Request form with supporting documentation including:
 - Completed and signed R & B Budget Request;
 - Copy of the He-M 1001 Certified or Licensed Provider Operated Staffed Residence provider lease agreement; and
 - Proof that community resources have been applied for within 30 days of R&B request.
- Requests will only be accepted for individuals who reside in He-M 1001 Certified or Licensed Provider Operated Staffed Residence.
- Once a R&B budget is approved, the Certified Residence provider must submit the monthly BDS invoice with the listing of people served, with approved R&B rates, supporting census data and documentation of application for housing subsidies, fuel assistance, and SNAP benefits, including the determination decisions.
- This invoice must be provided to BDS no later than the 15th working day of the month following the month in which R&B was provided and the expenses incurred. All invoices received by BDS 90 days after the R&B expense is incurred will not be paid. This initial BDS R&B budget request approval with a specialized rate is in effect until BDS completes a utilization review as outlined on the approved BDS R&B budget request form.
- Residences must submit the R&B budget request and appropriate documentation whenever there is a need to extend or reduce an existing special rate.
- If the individual is no longer receiving services from the community residence, a new R&B budget must be submitted with a revised end date.
- BDS approved R&B funds will be dispersed to each requesting provider through Region 10, Community Crossroads (BDS Fiscal Agent). R&B payments will only be dispersed once per month.

IV. Room and Board Caps and Limits

- R&B requests are capped at a maximum of \$7,500 (\$625 month) annually per individual. Requests to exceed this cap may be considered by the BDS Bureau Chief and the BDS Finance Administrator.
- All approved R&B funds obligated on behalf of an individual will terminate when an individual moves to another He-M 1001 Certified or Licensed Provider Operated Staffed Residence or leaves the service system.
- BDS reserves the right to not issue R&B funds if an individual is out of the residence for more than 30 consecutive days.
- Repairs and maintenance fees outside of what is included within the Certified Residence provider's lease agreement are capped at \$500 annually per individual.
- R&B request received without proper documentation will be returned to requester.