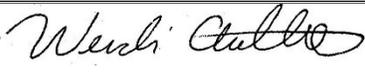


NH Department of Health and Human Services (DHHS)  
Division of Long Term Supports and Services  
Bureau of Elderly and Adult Services (BEAS)

105 Pleasant St.  
Concord, NH 03301

<b>STATE OF NEW HAMPSHIRE BEAS GENERAL MEMORANDUM (GM)</b>	
<b>DATE:</b>	April 23, 2020
<b>TO:</b>	Deborah Scheetz, Division Director, Division of Long Term Supports and Services (DLTSS); Wendi Aultman, Bureau Chief, Elderly and Adult Services; Kristina Ickes, CFI Program Administrator, Jayne Jackson, DLTSS Finance Director; Shawn Martin, BEAS Finance Manager; 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>	First payment of federal COVID-19 funding for home-delivered meals
<b>GM NUMBER:</b>	GM 20-19
<b>EFFECTIVE DATE:</b>	March 18, 2020
<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 Home-Delivered Nutrition and Transportation Providers of the following:</p> <ul style="list-style-type: none"> <li>• Disbursement process of the pending first allocation of federal Families First Coronavirus Response Act (FFCRA) funding to support home-delivered meals during the COVID-19 emergency.</li> <li>• Additional guidance for transportation services, invoicing, and data collection for Older Americans Act Services.</li> </ul>	

The Bureau of Elderly and Adult Services (BEAS) is working with its federal and state partners, as well as other divisions within the Department of Health and Human Services, to ensure that families and individuals continue to receive supports and services during the COVID-19 Emergency. The following memos have been released to date:

- March 16, 2020, BEAS COVID-19 Emergency Guidance for Title III and Title XX Nutrition Services
- March 17, 2020, BEAS COVID-19 Emergency Guidance for Title III and Title XX Nutrition Services for Congregate Meals
- March 23, 2020, BEAS COVID-19 Emergency Guidance for Title III and Title XX Nutrition and Transportation Providers

- March 31, 2020, BEAS COVID-19 Emergency Guidance for Title III and Title XX Nutrition and Transportation Providers #4
- Follow this link for all of the Home and Community Based Care Guidance:  
<https://www.dhhs.nh.gov/dcbcs/covid-guidance.htm>

**Families First Coronavirus Response Act (FFCRA)**

As you are aware, BEAS will be receiving an initial allocation of \$1,198,800 to support the provision of home-delivered meals during the COVID-19 pandemic. This allocation is intended to support the national nutrition network’s rapid shifting of meal delivery to a mostly home-delivered provision of meals during the pandemic. There is no match required for this FFCRA funding.

Once BEAS receives this funding, it will issue the funds directly to your agencies as illustrated in the attached funding chart. The funds have been allocated by agency using the percentages of funding allocated in your currently effective Titles III and XX contracts. In addition, it is important that once received, your agencies utilize the FFCRA funding before utilizing the remaining Title III allocations and units in your current contracts.

Please be advised that the previous non-COVID supplemental payment of \$300,000, the impending \$1,198,800 FFCRA payment, and the future anticipated Coronavirus Aid, Relief, and Economic Security (CARES) Act payments will all be referenced in your impending 2021-2022 contracts. The pre-COVID \$300,000 payment and the impending \$1,198,800 FFCRA payments will be included as retroactive payments.

The COVID-19 Emergency Home Delivered Meal Rate will be \$10.00 per meal. Both the FFCRA and CARES funding will be used to ensure flexibility and resources to protect those who are being served. This approach will also provide agencies with the resources needed to address the higher cost of food and supplies during this time of emergency. CARES Act funding and guidance will be issued by BEAS in the near future.

Agency	COVID Payment	Units
CAP Belknap-Merr. County	\$ 67,180.00	6,718
CAP Belknap-Merr. County	\$ 129,100.00	12,910
Gibson Center for Senior Services, Inc.	\$ 38,340.00	3,834
Grafton County Senior Citizens Council, Inc.	\$ 94,450.00	9,445
Newport Senior Center, Inc.	\$ 73,270.00	7,327
Ossipee Concerned Citizens, Inc.	\$ 42,130.00	4,213
Rockingham Nutrition & M-O-W Prog, Inc.	\$ 194,570.00	19,457
St. Joseph Community Services, Inc.	\$ 324,910.00	32,491
Strafford Nutrition & Meals on Wheels	\$ 75,770.00	7,577
Tri-County CAP	\$ 89,460.00	8,946
VNA at HCS, Inc.	\$ 69,620.00	6,962
	<b>\$ 1,198,800.00</b>	<b>119,880</b>

## Major Disaster Declaration (MDD) and Older American's Act (OAA) Funding:

- The Administration for Community Living has provided the following guidance to states:
  - *Should a State or Tribe (Title VI grantee) request and receive a Major Disaster Declaration (MDD) by the President under the Stafford Act, it triggers disaster relief authority in the Older Americans Act (OAA). Once a MDD request by a State is approved, Section 310(c) permits states to use any portion of the funds made available under sections of the Act for disaster relief for older individuals. In this regard, flexibility is provided for States – without the need for a separate application, transfer request, or request for a waiver -- to use existing allocations already made to them under the Act for disaster relief.*
- NH has an approved MDD at this time. Our approach to ensure all transfers are covered will be to leverage the congregate funding and build in the Options system, modifications to allow for tracking of the units.
- With this approved MDD, BEAS also has the authority to allow for flexibility with its Title III B funding and services.
  - The funding for services provided through Title III B is flexible, allowing states to develop programming to reflect community needs and provide tailored supports for older adults. There are more than 25 authorized services that local agencies can fund through Title III B, but the most common services are information and referral (e.g., hotlines to help people find local services and resources), in-home care, transportation, adult day care, chore services, and legal services. Title III B services are a lifeline for older adults living in the community, and also preserve access to other OAA services.
- BEAS has allowed for flexibility, without compromising the health and safety of clients, in developing the following COVID-19 Emergency Guidance. While the client eligibility requirements for Titles III and XX cannot be waived, specific other service delivery components are waived during this period as follows:
  - Effective retroactively back to March 18, 2020, contracted Title III B Transportation providers who provide “on-demand” shopping for and delivery of groceries and other basic needs are authorized to invoice for the delivery of those services at their current transportation rate while the state is under a MDD.
  - Pending approval, DHHS will allow any licensed Adult Medical Day Center that has suspended in-facility services due to the COVID-19 emergency to provide services and contacts with enrolled participants in their homes. Additional guidance for this flexibility will be drafted and sent to contracted Title III B Adult Medical Day Care providers.

## Invoicing and Reporting:

- For Transfer requests, BEAS will contact agencies with specific instructions. The instructions may be slightly different depending on the funding being used to pay the agency.

- Adult Group Day Care Telehealth - Two new Options service codes will be used for authorization and payment of this service. PENDING APPROVAL.
  - Title XX
    - Options Service Code = 153
    - Description = AGDC - XX COVID-19 Telehealth
    - Rate = \$60.00
    - Service Auths Required
    - Invoice by client for payment
    - This service is similar to service code 105
  - Title III
    - Options Service Code = 353
    - Description = AGDC – III COVID-19 Telehealth
    - Rate = \$60.00
    - Service Auths Required
    - Invoice by client for payment
    - This service is similar to service code 305
  
- Non-COVID Supplemental payment of \$300,000 for Home Delivered Meals - A new Options service code will be used identify the home delivered meals clients/units to account for usage of the funds.
  - Options Service Code = 354
  - Description = Nutrition HD - SUP
  - Rate = \$6.00
  - Service Auths Required
  - Invoices submitted for tracking of the units served but no payments will be made.
  - This service is similar to service code 386
  
- FFCRA payment for Home Delivered Meals - A new Options service code will be used identify the home delivered meals clients/units to account for usage of the funds.
  - Options Service Code = 355
  - Description = Nutrition HD - FFCRA
  - Rate = \$10.00
  - Service Auths Required
  - Invoices submitted for tracking of the units served but no payments will be made.
  - This service is similar to service code 386
  
- Home delivered meals transfers from the congregate meal appropriation - A new Options service code will be used to identify these clients/units. Unused congregate meals funds/units will be moved from the current 387 service code and added to this new service code.
  - Options Service Code = 356
  - Description = Nutrition HD-Cong – IIIC
  - Rate = \$6.00
  - Service Auths Required
  - Invoices submitted for payment
  - This service is similar to service code 387

- CARES Act Home Delivered Meals - A new Options service code will be used to identify these clients/units and for payment of these funds.
  - Options Service Code = 357
  - Description = Nutrition - CARES Act
  - Rate = \$10.00
  - Service Auths Required
  - Invoices submitted for payment
  - This service is similar to service code 386
  
- COVID-19 Transportation Daily Rate - A new Options service code will be used for payment of this service.
  - Options Service Code = 390
  - Description = Transportation Daily Rate - COVID-19
  - Rate = Same as existing contracted rate
  - Service Auths Not Required
  - Invoices submitted for payment
  - This service is similar to service code 370
  
- COVID-19 Transportation Fixed Route - A new Options service code will be used for payment of this service.
  - Options Service Code = 391
  - Description = Transportation Fixed Route - COVID-19
  - Rate = \$2.23
  - Service Auths Not Required
  - Invoices submitted for payment
  - This service is similar to service code 371
  
- 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. The transportation related codes do not require a service authorization so will not be reflected on the form.
  
- Invoices for these new services will be produced by DHHS and included in the package with the regular monthly invoices.

BEAS is awaiting further guidance from the ACL regarding reporting requirements for COVID-19 funding. In anticipation of this guidance, BEAS' Business Systems staff are exploring the creation of new service codes in the Options system, as it is possible that the two COVID-19 funding allocations will have to be reported separately. Should the guidance be received after the funding, BEAS requests that agencies do their own tracking to account for meals and clients served with the COVID-19 funding. In addition, agencies are requested to continue to enroll clients in the Options system as time and staffing permit.

Please direct questions regarding this Memorandum to:  
Wendi Aultman, Bureau Chief: [wendi.aultman@dhhs.nh.gov](mailto:wendi.aultman@dhhs.nh.gov)