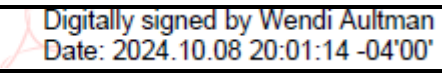


BAAS POLICY RELEASE (PR)	
PR NUMBER:	24-16
TO:	Melissa Hardy, Director of Division of Long Term Supports and Services (DLTSS); Wendi Aultman, Bureau Chief, Adult and Aging Services; DLTSS- Finance; Data Management Unit (DMU); Options Helpdesk; BAAS contracted Nutrition Providers
FROM THE OFFICE OF:	Bureau Chief of Adult and Aging Services (BAAS), Wendi Aultman
SIGNATURE:	Wendi Aultman  Digitally signed by Wendi Aultman Date: 2024.10.08 20:01:14 -04'00'
SUBJECT:	New BAAS Form 3320, Nutrition Services Incentive Program (NSIP) Monthly Worksheet
EFFECTIVE DATE:	Upon Release

SUMMARY

This Policy/Procedure Release (PR) releases a new BAAS Form 3320, *Nutrition Services Incentive Program (NSIP) Monthly Worksheet*.

BACKGROUND

Previously Nutrition Service Providers, were using their own form to submit a monthly invoice to the Department of Finance. BAAS has now created a form to allow all providers to access with ease as well as use for consistency.

POLICY

No policy is being changed by the release of this PR.

PROCESS

- *Title XX-Social Services Block Grant Meals Unit Summary* is generated by OPTIONS and sent out to nutrition providers monthly.
- Providers will then also obtain BAAS Form 3320, *Nutrition Services Incentive Program (NSIP) Monthly Worksheet*, electronically on the DHHS website below.
- Providers then complete both forms and submit them electronically via email to BAASinvoices@dhhs.nh.gov
- Department of Finance will then review and process the forms for reimbursement of delivered services.

IMPLEMENTATION

This policy is effective upon release of this PR. The new BAAS Form 3320, *Nutrition Services Incentive Program (NSIP) Monthly Worksheet* can be used immediately. The new BAAS Form 3320, is available **electronically** on the DHHS website at www.dhhs.nh.gov/forms-documents-0 and will also be available internally, for Department staff only, on the (N:) drive upon release of this PR.

Additional information and resources can also be found at [Food, Meals & Nutrition | New Hampshire Department of Health and Human Services \(nh.gov\)](#)

FORMS INSTRUCTIONS

Remove and Destroy

Replace With

None	BAAS Form 3320, <i>Nutrition Services Incentive Program (NSIP) Monthly Worksheet</i> , PR # 27-16
	BAAS Form 3320(i), <i>Instructions For Nutrition Services Incentive Program (NSIP) Monthly Worksheet</i> , PR # 27-16

DISTRIBUTION

This PR will be distributed according to the electronic distribution list for BAAS policy releases and will be available internally on the DHHS (N:) drive for staff to access and on the DHHS website at [Bureau of Adult and Aging Services \(BAAS\) General Memos \(GM\) and Policy Releases \(PR\) | New Hampshire Department of Health and Human Services \(nh.gov\)](#) for public access.

NH DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)
BUREAU OF ADULT AND AGING SERVICES (BAAS)
INSTRUCTIONS FOR BAAS FORM 3320

“Nutrition Services Incentive Program (NSIP) Monthly

Worksheet”

Purpose

BAAS Form 3320, *Nutrition Service Incentive Program (NSIP) Monthly Worksheet*, is one double sided page that is used by providers to request monthly NSIP reimbursement.

Translated Versions

BAAS Form 3320 has not been translated.

Workflow

BAAS Form 3320, is received by the department of Finance Business Administrator who will enter the information into a spreadsheet. An OPTIONS report is then pulled to compare with the information on BAAS Form 3320. If there are any discrepancies the Finance Administrator will contact the provider to rectify. The spreadsheet is then utilized as an invoice to be paid.

BAAS Form 3320 is also available on the DHHS website at www.dhhs.nh.gov/forms-documents-0. and is also available for staff internally on the N:/drive.

Retention

BAAS Form 3320 is retained for 7 years from the date of completion. (7YC)

NUTRITION SERVICES INCENTIVE PROGRAM (NSIP) Monthly Reimbursement Worksheet

Agency name: _____

For the month of: _____

Service	Service Codes	Units	Rates	Totals
TIII Congregate Meals			\$ 0.65	
			\$ 0.65	
TIII Home Delivered Meals			\$ 0.65	
			\$ 0.65	
			\$ 0.65	
TXX Home Delivered Meals			\$ 0.65	
			\$ 0.65	
			\$ 0.65	
Total Dollar Amount of NSIP:				

I certify that these services were provided as specified and as described in this agency's current contract with the Bureau of Adult and Aging Services and that is an original claim. Please accept this documentation as verification of the units eligible for NSIP reimbursement.

Agency Representative Printed Name

Agency Contact Number

Agency Representative Signature

Date

Upon completion, please submit completed forms to :

BAASinvoices@dhhs.nh.gov

Agency Instructions For Completing This Form

Agency representatives complete this form to request NSIP reimbursement

FIELDS

'For the month of' – Select the appropriate month from the drop down calendar, for which the reimbursement is being submitted for.

'Services' – Traditional service is pre-identified. For all remaining methods of service please specify.

Example: Enter 'RVP' in blank row under TIII Congregate meals; Enter 'Grab-n-go' in blank row under TIII Home Delivered Meals

'Service Codes' – Enter service code specific to the Service.

'Units' – Enter the actual number of meals/units that meet NSIP requirements and were served to eligible participants.

'Rates' – This field is prepopulated and will automatically be multiplied with the number of units.

'Totals' – This field will automatically calculate by, multiplying the # of units by the rate amount once entered.