


**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**

STATE OF NEW HAMPSHIRE BEAS GENERAL MEMORANDUM (GM)	
DATE:	January 13, 2023
TO:	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
FROM:	Wendi Aultman, Bureau Chief, Elderly and Adult Services
SIGNATURE:	
SUBJECT:	Transferring ARPA Congregate Meal Units to ARPA Home Delivered Meal Units
GM NUMBER:	GM 23-08
EFFECTIVE DATE:	01/01/2023
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	
<p>The Purpose of this memorandum is to notify BEAS' contracted Nutrition Providers of the following for SFY 2023 & 2024:</p> <ul style="list-style-type: none"> • Billing instructions for ARPA (American Rescue Plan Act) funding to support Nutrition Services. • Transferring ARPA Congregate Meal Units to ARPA Home Delivered Meal Units. 	

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>

American Rescue Plan Act (ARPA)

On March 11, The American Rescue Plan Act of 2021 (P.L. 117-2) was signed into law by President Biden. Section 2921 of the law appropriated \$1.434 billion to remain available until expended to carry out the Older Americans Act of 1965 (OAA) services.

BEAS received an allocation under the Title III-C American Rescue Plan Act (ARPA) funding to support the national nutrition networks for both congregate meals and home delivered meals. Since the pandemic, the need for home delivered meals has increased significantly. As such, there is a need to transfer ARPA funding from Title III-C1 to Title III-C2. There is no match required for contractors under the ARPA funding. 100% transfer authority between Older Americans Act, Title III-C-1 and Title III-C-2 is authorized as these funds were obligated in contract prior to the Federal Major Disaster Declaration flexibilities ending, which allows these flexibilities to remain in place until the end of the grant project period.

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. With this approved MDD, BEAS continues to have 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.
 - 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.

Invoicing and Reporting:

- Invoicing for ARPA Congregate Meal Units as ARPA Home Delivered Units
 - Use Service code 356 for invoicing of ARPA Congregate Meals Units as ARPA Home Delivered Units for the period starting 01/01/2023. Please do not submit authorizations or invoices for ARPA Congregate Meal Units (code 398) beginning 01/01/2023 through 06/30/2024 unless authorized by BEAS.
- 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 = 356
 - Description = Nutrition Cong-HD IIIC
 - Rate = \$8.11
 - Service Authorizations Required
 - Invoices submitted for payment
 - End date is 06/30/2024
 - Begin date is 01/01/2023
- 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
- Options HelpDesk for coding/billing questions: options@dhhs.nh.gov
- Jennifer Rand, BEAS' Finance Administrator II for financial questions: Jennifer.H.Rand@dhhs.nh.gov; or
- Laurie Heath, BEAS Finance Administrator III for financial questions: Laurie.J.Heath@dhhs.nh.gov
- Thom O'Connor, Community Based Programs Administrator: Thom.M.OConnor@dhhs.nh.gov