


NH 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)	
<b>DATE:</b>	06/15/2023
<b>TO:</b>	Nathan White, Chief Financial Officer; Melissa Hardy, Director, Division of Long Term Supports and Services; Laurie Heath, Administrator III; Tricia Foster, Business Administrator III; Jennifer Rand, Business Administrator III; Kerri King, Information Systems Manager; Options Helpdesk; Elizabeth Delaney, Business Systems Analyst; Stacy Farley, Data Processing Supervisor II; Denise Lee, Program Specialist IV; All BEAS Staff; All Social Service Providers; All ServiceLink Managers
<b>FROM:</b>	Wendi Aultman, Bureau Chief, Elderly and Adult Services
<b>SIGNATURE:</b>	
<b>SUBJECT:</b>	End of SFY23 and SFY24 Payment Schedules for Social Service Providers
<b>GM NUMBER:</b>	23-21
<b>EFFECTIVE DATE:</b>	June 1, 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.

MEMORANDUM SUMMARY	
<p>The purpose of this memorandum is to notify all Social Service Providers under contract with the Bureau of Elderly and Adult Services (BEAS) of critical information relating to the end of 2023 State Fiscal Year (SFY23) and 2024 State Fiscal Year (SFY24) payment or financial cycle schedule.</p>	

The Department of Health and Human Services, Division of Long Term Supports and Services, Bureau of Elderly and Adult Services announces the following regarding Social Service Provider payments. BEAS is notifying you of these changes to enable your agency to plan accordingly:

1. The last financial cycle in SFY23 will be June 28, 2023. Submit invoices by June 23, 2023 to be included in this payment cycle.

2. There will be no financial cycle run on June 29, 2023. Payments are temporarily suspended as part of the normal business operations that occur at the beginning of every fiscal year. This suspension is necessary in order to align the State's financial payment system, NH FIRST, and the BEAS Options System for processing social service payments, to accommodate financial information for the next SFY. The vendor services and contracts impacted by the setup process include those services funded through the Older Americans Act (Title III) and the Social Services Block Grant (Title XX).
3. Payments will resume with the July 6, 2023 financial cycle and will include adjudicated vendor service claims for all dates of service and contract service claims with dates of service June 30, 2023 and prior **only**.
4. The financial cycle normally scheduled for July 20, 2023 will be moved to July 18, 2023 due to NH FIRST availability.
5. Beginning August 1, 2023, adjudicated contract service claims with dates of service July 1, 2023 and after will be processed for payment.
6. **All claims with dates of service June 30, 2023 and prior must be submitted for payment by August 31, 2023.**
7. Beginning September 1, 2023 and through the remainder of SFY 2024, **only** current year adjudicated claims, or claims with dates of service July 1, 2023 and after will be processed.
8. Agencies in need of requesting duplicate invoices may contact:

The Data Management Unit  
Attn: Stacy Farley  
129 Pleasant Street  
Concord, NH 03301  
603-271-9310  
[DMUoptions@dhhs.nh.gov](mailto:DMUoptions@dhhs.nh.gov)

Upon receipt of this memo, Social Service Providers are requested to ensure that their financial staff is made aware of the 2023 State Fiscal Year end and the 2024 State Fiscal Year payment processing information.

Thank you for your service and your patience during the setup and transition between state fiscal years. Questions or concerns regarding this memo may be emailed to Jennifer Rand at [Jennifer.H.Rand@dhhs.nh.gov](mailto:Jennifer.H.Rand@dhhs.nh.gov).