

STATE OF NEW HAMPSHIRE BDS GENERAL MEMORANDUM (GM)	
<b>DATE:</b>	May 24 2024
<b>TO:</b>	Developmental Services Medicaid Enrolled Providers
<b>FROM:</b>	Laurie Vachon, Chief Operating Officer, DLTSS
<b>SIGNATURE:</b>	<i>Laurie A. Vachon</i>
<b>SUBJECT:</b>	Developmental Disability Waiver (DD)/Acquired Brain Injury Waiver (ABD) Provider Traditional Budget Template
<b>EFFECTIVE DATE:</b>	August 1, 2024
<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
The purpose of this memorandum is to share the DD/ABD Provider Traditional Budget Template to be used effective August 1, 2024.

**DD/ABD Provider Traditional Budget Template:**

BDS, in partnership with stakeholders, has developed a uniform budget template for providers to use in submitting their expense budgets for the provision of HCBS waiver services. BDS will be working with additional stakeholders to develop a PDMS budget template and will share the results of these efforts in the upcoming months.

The DD/ABD Provider Traditional Budget Template will be posted on the BDS website at <https://www.dhhs.nh.gov/programs-services/disability-care/developmental-services/developmental-services-budget-facesheet>. As updates are made, the most current version will be available on the website. Please download the template from the website for each use. Please email [bds@dhhs.nh.gov](mailto:bds@dhhs.nh.gov) with the subject line of “DD/ABD Provider Budget Template” with any questions.

**Budget Template Implementation:**

Effective August 1, 2024, all enrolled Developmental Services Providers are required to use this template for all DD/ABD traditional budgets for HCBS waiver services requested January 1, 2024, or after. The completed template shall be submitted to the service coordinator.

**Example:**

A provider submits a budget on 8/2/24 for a service authorization for residential services that started on 7/1/24. The DD/ABD Provider Traditional Budget Template must be used even though the service date is prior to 8/1/24.