


**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**

<b>STATE OF NEW HAMPSHIRE BEAS GENERAL MEMORANDUM (GM)</b>	
<b>DATE:</b>	August 10, 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; Jennifer Doig, DLTSS Finance Administrator; 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>	Cares Act funding for home-delivered meals
<b>GM NUMBER:</b>	GM 20-27
<b>EFFECTIVE DATE:</b>	Release Date
<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 Providers of the following for SFY 2021:</p> <ul style="list-style-type: none"> <li>• Disbursement process of the pending allocation of Coronavirus Aid Relief and Economics Security Act (CARES) funding to support home-delivered meals during the COVID-19 emergency.</li> <li>• Additional guidance for billing codes, invoicing, and data collection for the services related to the COVID-19 emergency.</li> </ul>	

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. This guidance supersedes General Memo 20-19, First Payment of federal COVID-19 funding for home-delivered meals, released April 23, 2020, and General Memo 20-21, Payment of federal COVID-19 funding for home-delivered meals, released May 19, 2020. Follow this link for all of the Home and Community Based Care Guidance: <https://www.dhhs.nh.gov/dcbcs/covid-guidance.htm>

**Coronavirus Aid Relief and Economic Security Act (CARES)**

BEAS will be receiving an allocation of \$2,397,600 under the Coronavirus Aid Relief and Economic Security (CARES) Act to support t the national nutrition network's meal delivery of a mostly home-

delivered provision of meals during the COVID-19 pandemic. There is no match required for this CARES Act funding. 100% transfer authority between Older Americans Act, Title IIIC-1 and Title IIIC-2 was granted.

BEAS will allocate the additional funds directly to Home-Delivered Nutrition Provider agencies as illustrated in the funding charts below. The funds have been allocated by agency using the percentages of funding allocated under currently effective contracts.

The order in which the Administration for Community Living (ACL) recommends spending supplemental funds is FFCRA funding first and then CARES Act funds. Therefore authorizations for FFCRA funds should be submitted prior to initiating submission of authorization for CARES Act funds. Additionally, it is important for agencies to utilize the remaining Family First Coronavirus Response Act (FFCRA) funding before utilizing CARES Act funds.

Please be advised that the \$1,198,800 FFCRA payment made to contractors in SFY 20, and the future CARES Act payments, will all be addressed in approaching 2021-2022 contract amendments. The CARES Act funds will be retroactive to July 1, 2020.

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.

FFCRA funding was distributed as follows:

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
	\$ 1,198,800.00	119,880

CARES funding is as follows:

Agency	20% CARES Non-Unit-Based	80% CARES Unit-Based	Units
CAP Belknap-Merr. County	\$ 26,611.34	\$ 106,450.00	10,645
CAP Belknap-Merr. County	\$ 51,134.22	\$ 204,540.00	20,454
Gibson Center for Senior Services, Inc.	\$ 15,188.26	\$ 60,750.00	6,075
Grafton County Senior Citizens Council, Inc.	\$ 37,408.31	\$ 149,630.00	14,963
Newport Senior Center, Inc.	\$ 29,019.99	\$ 116,080.00	11,608
Ossipee Concerned Citizens, Inc.	\$ 16,688.50	\$ 66,750.00	6,675
Greater Wakefield Resource Center	\$ 4,680.00	\$ 18,720.00	1,872
Rockingham Nutrition & M-O-W Prog, Inc.	\$ 77,067.30	\$ 308,270.00	30,827
St. Joseph Community Services, Inc.	\$ 128,697.56	\$ 514,790.00	51,479
Strafford Nutrition & Meals on Wheels	\$ 30,013.76	\$ 120,060.00	12,006
Tri-County CAP	\$ 35,433.53	\$ 141,730.00	14,173
VNA at HCS, Inc.	\$ 27,577.23	\$ 110,310.00	11,031
	\$ 479,520.00	\$ 1,918,080.00	191,808
	total	\$ 2,397,600.00	

**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:**

- Updated tables for BEAS Services related to the COVID-19 Pandemic are attached.
- Invoicing for Congregate Meals
  - Use Service code 387 for invoicing of congregate meal units for the period starting 7/1/20. Please do not submit authorizations or invoices for Congregate meals for SFY21 (7/1/20-6/30/21) using code 356. Code 356 was only intended for SFY20 activity.
- BEAS is not prescribing how each agency draws down its funding, but is recommending that providers:
  1. Make certain that ALL eligible units served during SFY20 are accounted for, and only once. Particular focus should be on the initial March-June pandemic period, specifically Title III eligible units.
  2. Utilize any remaining funding in Service Code 354 (SUPP) FIRST. This represents State General Fund funding dispersed during Q3 SFY20 (This is for recordkeeping purposes).
  3. Utilize any remaining funding in Service Code 355 (FFCRA) SECOND. This represents FFCRA funding (This is for recordkeeping purposes).
  4. Utilize the standard Service Code 386 (HD Meals) funding AFTER 354 and 355 UNTIL the contracts are amended. This is a stopgap measure for avoiding any lapses in payment, and will likely only be for July and August.
  5. Utilize the NEW Service Code 357 (CARES) once the contracts have been amended, until fully spent down. These units are at \$10/meal. (This code is NOT for recordkeeping only. Invoices submitted under this code will be paid.)
  6. Once funding under Service Code 357 has been fully spent down, resume utilization of standard invoicing using Service Code 386.
  7. Transfers between Service Codes 386 and 387 for SFY21 will need to be temporarily postponed until BEAS can review spending characteristics that will have changed with these additional Federal funding streams.
- CARES Act payment for 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 Authorizations Required
  - Invoices submitted for payment
  - End date is 9/30/2020
  - This service is similar to service code 386
  - This service is only applicable for dates of service in SFY2021
  - Funding will be added in the upcoming contract amendments
  - Begin date is 7/1/2020
- BEAS Form 3502 has been updated with these new Options service codes. An electronic copy of the form was previously sent to the contract agencies.
  - Invoices for these new services will be produced by DHHS and included in the package with the regular monthly invoices. Directions for budget justification and invoicing for CARES 20% funds will be included in the contract binding being finalized for contractor review.

FFCRA and CARES COVID-19 funding allocations will have to be reported separately. In addition, agencies are requested to continue to enroll clients in the Options system as time and staffing permit.

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](mailto:maureen.brown@dhhs.nh.gov)
- Options HelpDesk for coding/billing questions: [options@dhhs.nh.gov](mailto:options@dhhs.nh.gov)
- Shawn Martin, BEAS' Finance Manager for financial questions: [shawn.martin@dhhs.nh.gov](mailto:shawn.martin@dhhs.nh.gov)

## New BEAS Services related to the COVID-19 Pandemic

### Medicaid Choices for Independence Waiver

#### 1. New Services

Program	Procedure Code	Mod 1	Mod 2	Mod 3	Description	Begin Date	Service Authorization / Billing Instructions	Comments
CFI Waiver	G0156	HC	U9		Home Health Aide 8+ units in a Hospital - COVID-19; 15 min	3/18/2020	<ul style="list-style-type: none"> <li>Service authorizations required</li> </ul>	<ul style="list-style-type: none"> <li>Service where home health aide assistance is required while the client is in the hospital</li> <li>Rate = \$6.22</li> </ul>
CFI Waiver	S5170	HC	U1		Home Delivered Emergency Meals Pack- COVID-19; per meal	3/18/2020	<ul style="list-style-type: none"> <li>Does not require service authorizations</li> <li>Up to 28 meals can be billed as part of an emergency meals pack</li> </ul>	<ul style="list-style-type: none"> <li>No involvement by case manager needed for service authorizations</li> <li>Rate = \$7.49</li> </ul>

#### 2. Services Allowed via Telehealth

Program	Procedure Code	Mod 1	Mod 2	Mod 3	Description	Begin Date	Service Authorization / Billing Instructions	Comments
CFI Waiver	S5102	HC	U2	GT	Day Care Services (Adult Medical Day Care) via Telehealth; per day	3/18/2020	<ul style="list-style-type: none"> <li>Service authorizations are required. Use the regular AMDC service.</li> <li>Existing approved SAs can be used or new SAs will need to be entered and approved.</li> <li>For billing, providers will use existing AMDC codes and add to the claim:                             <ul style="list-style-type: none"> <li>o Additional Modifier = GT</li> <li>o Place of Service = 02</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>PENDING APPROVAL</b></li> <li>Not a new service</li> <li>Rate = \$52.80</li> </ul>
CFI Waiver	T1030	HC	GT		Skilled Nurse via Telehealth; per visit	3/18/2020	<ul style="list-style-type: none"> <li>Service authorizations are required. Use the regular Skilled Nursing service.</li> <li>Existing approved SAs can be used or new SAs will need to be entered and approved.</li> <li>For billing, providers will use existing Skilled Nursing codes and add to the claim:                             <ul style="list-style-type: none"> <li>o Additional Modifier = GT</li> <li>o Place of Service = 02</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>PENDING APPROVAL</b></li> <li>Not a new service</li> <li>Rate = \$97.60</li> </ul>
CFI Waiver	T1016	HC	U1		Case Management; per day	3/18/2020	<ul style="list-style-type: none"> <li>Service authorizations are required. Use the regular Case Management service.</li> </ul>	<ul style="list-style-type: none"> <li>Not a new service</li> <li>Rate = \$9.13</li> </ul>

New BEAS Services related to the COVID-19 Pandemic

Program	Procedure Code	Mod 1	Mod 2	Mod 3	Description	Begin Date	Service Authorization / Billing Instructions	Comments
CFI Waiver	T1019	HC	U1		Personal Care Agency Directed; per 15 minutes	3/18/2020	<ul style="list-style-type: none"> <li>Service authorizations are required. Use the regular Personal Care service.</li> </ul>	<ul style="list-style-type: none"> <li>Not a new service</li> <li>Rate = \$4.74</li> </ul>
CFI Waiver	T1019	HC	U2		Personal Care Consumer Directed; per 15 minutes	3/18/2020	<ul style="list-style-type: none"> <li>Service authorizations are required. Use the regular Personal Care service.</li> </ul>	<ul style="list-style-type: none"> <li>Not a new service</li> <li>Rate = \$4.74</li> </ul>

3. Other

Program	Procedure Code	Mod 1	Mod 2	Mod 3	Description	Begin Date	Service Authorization / Billing Instructions	Comments
CFI Waiver	T1005	HC			Respite Care; per 15 minutes	3/18/2020	<ul style="list-style-type: none"> <li>Service authorizations are required. Use the regular Respite service.</li> <li>Existing approved SAs can be used or new SAs will need to be entered and approved.</li> </ul>	<ul style="list-style-type: none"> <li>Limit of 2880 units (30 days) per SFY increased to 8640 units (90 days) per SFY.</li> <li>Not a new service</li> <li>Rate = \$1.79</li> </ul>
CFI Waiver	T1005	HC	U1		Respite Care, Special Rates; per 15 minutes	3/18/2020	<ul style="list-style-type: none"> <li>Service authorizations are required. Use the regular Respite service.</li> <li>Existing approved SAs can be used or new SAs will need to be entered and approved.</li> </ul>	<ul style="list-style-type: none"> <li>Limit of 2880 units (30 days) per SFY increased to 8640 units (90 days) per SFY.</li> <li>Not a new service</li> <li>Rate = Manually priced</li> </ul>

Older Americans Act and Social Services Block Grant

Program	Service Code	Description	Begin Date	End Date	Service Authorization / Billing Instructions	Comments
TXX	153	AGDC - XX Telehealth	3/18/2020	9/30/2020	<ul style="list-style-type: none"> <li>Service authorizations required. Submit a Form 3502 or enter into Options utilizing your normal process.</li> <li>The end date will not be auto-populated on the service authorization so be sure to enter an end date. An end date must be populated to allow for billing in OEB. End dates cannot exceed 364 days from the start date.</li> <li>Invoicing required by client.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Group Day Care Telehealth</li> <li>This service is similar to service code 105</li> <li>Rate = \$60.00</li> <li>5/14/2020- Contracts updated with this code. Funds moved from 105.</li> <li>May be extended if authorized for other quarters in the SFY.</li> </ul>

New BEAS Services related to the COVID-19 Pandemic

Program	Service Code	Description	Begin Date	End Date	Service Authorization / Billing Instructions	Comments
TIII	353	AGDC - III Telehealth	3/18/2020	9/30/2020	<ul style="list-style-type: none"> <li>• Service authorizations required. Submit a Form 3502 or enter into Options utilizing your normal process.</li> <li>• Invoice in total for the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Group Day Care Telehealth</li> <li>• This service is similar to service code 305</li> <li>• Rate = \$60.00</li> <li>• 5/14/2020- Contracts updated with this code. Funds moved from 305.</li> <li>• May be extended if authorized for other quarters in the SFY.</li> </ul>
SUP for TIII Providers	354	Nutrition HD - SUP	3/18/2020	9/30/2020	<ul style="list-style-type: none"> <li>• Service authorizations required. Submit a Form 3502 or enter into Options utilizing your normal process.</li> <li>• Invoices submitted for tracking of the units served but no payments will be made.</li> <li>• Do <b>NOT</b> submit invoices for this service via the Options Electronic Billing (OEB) application. Paper invoices must be submitted since this is for tracking and not for producing a payment.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-COVID Supplemental payment of \$300,000 for Home Delivered Meals</li> <li>• This service is similar to service code 386</li> <li>• Rate = \$6.00</li> <li>• Paper invoices will be manually printed and sent to providers each month.</li> <li>• 5/13/2020- Contracts updated with this code</li> <li>• May be extended if authorized for other quarters in the SFY.</li> </ul>
FFCRA for TIII Providers	355	Nutrition HD - FFCRA	3/18/2020	9/30/2020	<ul style="list-style-type: none"> <li>• Service authorizations required. Submit a Form 3502 or enter into Options utilizing your normal process.</li> <li>• Invoices submitted for tracking of the units served but no payments will be made.</li> <li>• Do <b>NOT</b> submit invoices for this service via the Options Electronic Billing (OEB) application. Paper invoices must be submitted since this is for tracking and not for producing a payment.</li> </ul>	<ul style="list-style-type: none"> <li>• Families First Coronavirus Response Act (FFCRA)</li> <li>• Home Delivered Meals</li> <li>• This service is similar to service code 386</li> <li>• Rate = \$10.00</li> <li>• Paper invoices will be manually printed and sent to providers each month.</li> <li>• 5/13/2020- Contracts updated with this code</li> <li>• May be extended if authorized for other quarters in the SFY.</li> </ul>
TIIC	356	Nutrition HD-Cong – IIC	3/18/2020	6/30/2020	<ul style="list-style-type: none"> <li>• Service authorizations required. Submit a Form 3502 or enter into Options utilizing your normal process.</li> <li>• This service for Home Delivered Meals will pay out of the Congregate Meals contract line.</li> </ul>	<ul style="list-style-type: none"> <li>• Home delivered meals transfers from the congregate meal appropriation</li> <li>• This service is similar to service code 387</li> <li>• Rate = \$6.00</li> </ul>



New BEAS Services related to the COVID-19 Pandemic

Program	Service Code	Description	Begin Date	End Date	Service Authorization / Billing Instructions	Comments
					<ul style="list-style-type: none"> <li>• Invoice in total for the service.</li> </ul>	<ul style="list-style-type: none"> <li>• 5/13/2020- Contracts updated with this code. Funds moved from 387.</li> <li>• Will not be used at this time in SFY21. May be revisited if needed later in the SFY.</li> </ul>
CARES Act For TIII Providers	357	Nutrition - CARES Act	7/1/2020	9/30/2020	<ul style="list-style-type: none"> <li>• Service authorizations required. Submit a Form 3502 or enter into Options utilizing your normal process.</li> <li>• Invoice in total for the service.</li> <li>• <b>New CARES Act Funding will be added in upcoming contract amendment</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>PENDING CONTRACT AMENDMENTS</b></li> <li>• Coronavirus Aid, Relief, and Economic Security (CARES) Act</li> <li>• Home Delivered Meals</li> <li>• This service is similar to service code 386</li> <li>• Rate = \$10.00</li> <li>• May be extended if authorized for other quarters in the SFY.</li> </ul>
CARES Act For TIII Providers	390	Transportation Daily Rate - COVID-19	3/18/2020	9/30/2020	<ul style="list-style-type: none"> <li>• No service authorizations are required.</li> <li>• Invoice in total for the service.</li> <li>• Shawn Martin will move funding from 370 to 390 to cover individual invoices.</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation Daily Rate</li> <li>• This service is similar to service code 370</li> <li>• Rate = Same as existing contracted rate</li> <li>• May be extended if authorized for other quarters in the SFY.</li> </ul>
CARES Act For TIII Providers	391	Transportation Fixed Route - COVID-19	3/18/2020	9/30/2020	<ul style="list-style-type: none"> <li>• No service authorizations are required.</li> <li>• Invoice in total for the service.</li> <li>• <b>New CARES Act Funding will be added in upcoming contract amendment</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>PENDING CONTRACT AMENDMENTS</b></li> <li>• Transportation Fixed Route</li> <li>• This service is similar to service code 371</li> <li>• Rate = \$2.23</li> <li>• May be extended if authorized for other quarters in the SFY.</li> </ul>
CARES Act For TIII Providers	392	Legal Services – CARES Act	7/1/2020	9/30/2020	<ul style="list-style-type: none"> <li>• No service authorizations are required.</li> <li>• Invoice in total for the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Coronavirus Aid, Relief, and Economic Security (CARES) Act</li> <li>• Legal assistance</li> <li>• This service is similar to service code 350</li> <li>• Rate = \$32.50</li> <li>• May be extended if authorized for other quarters in the SFY.</li> </ul>

New BEAS Services related to the COVID-19 Pandemic

Program	Service Code	Description	Begin Date	End Date	Service Authorization / Billing Instructions	Comments
CARES Act For TIII Providers	393	AGDC – CARES Act	7/1/2020	9/30/2020	<ul style="list-style-type: none"> <li>• Service authorizations required.</li> <li>• Submit a Form 3502 or enter into Options utilizing your normal process.</li> <li>• Invoice in total for the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Coronavirus Aid, Relief, and Economic Security (CARES) Act</li> <li>• This service is similar to service code 305</li> <li>• Rate = \$60.00</li> <li>• May be extended if authorized for other quarters in the SFY.</li> </ul>