



Connections to better living

MEDICAID



NHCarePath is New Hampshire's "front door" to quickly connect individuals to a full range of community services and supports.

www.nhcarepath.org

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What Is Medicaid For Long Term Care?

NH Medicaid is a federal and state funded health care program that serves a wide range of individuals and families who meet certain eligibility requirements. The program works to ensure that eligible adults and children have access to needed health care services by enrolling and paying providers to deliver covered services to eligible recipients. Medicaid for Long Term Care is a federal and state funded program meant to assist with the cost of care for individuals who need services for the longer term.

- You must meet both financial and medical eligibility.
- The income and resource limits are different based on your household size.
- The Resource Limit for most programs is \$2,500 for one individual, \$4,000 for two individuals, and increases by \$100 for each additional family member.
- Some Medicaid Programs have different resource limits, such as the Medicare Beneficiary Program.
- With your application, provide a copy of any trust and any assets held by the trust, as well as any income disbursements from the trust during the past year.

Applying for Medicaid is a two-step process that is both financial & medical

How Do I Apply For Medicaid?

This is a simultaneous two-step process that is both financial and medical. This booklet will guide you through the steps to complete your application.

Step 1: *You will need to complete an Application for Assistance (also called 'Form 800')*

This form can be obtained through any one of these options

1 A Local NH DHHS District Office - see listing at the end of this booklet or click here: [District Offices](#)

2 ServiceLink - see the listing at end of this booklet or click here: [ServiceLink Offices](#)

3 NH Easy- Learn more and apply online by clicking here: NHEasy.nh.gov

Where Do I File the Completed Application?

You can file it directly (mail/drop off) at a District Office (find a listing of District Offices here: [District Offices](#) or see the listing at the end of this booklet) or you can submit online if complete the application at [NH Easy](#).

Now That My Medicaid Application Is Submitted, What's Next?

Once your application has been submitted, an interview may be required. Some of the Department's Medicaid programs do not require an interview. For example, the New Hampshire Health Protection Program does not require an interview. However, some programs do require an interview and your application will not be processed without it.

The programs that require an interview are Medicaid for Long Term Care, such as Nursing Facility or Home and Community Based Services, Aid to the Permanently and Totally Disabled, Aid to the Needy Blind, Old Age Assistance, and Medicaid for children under Home Care for Children with Severe Disabilities. If you are applying to one of these programs, a letter with your appointment time to meet with a Family Service Specialist will be mailed to you. It is important for you to attend this meeting. This meeting is required in order for you to qualify for Medicaid services.



If an interview is required, an appointment date for a personal interview will be mailed to you. *Sometimes it can take up to 2 weeks to get an appointment.* **Please keep this appointment. Rescheduling will cause your eligibility decision to be delayed.** If you are not able to go to the interview your Durable Power of Attorney, Guardian, or another person you choose may represent you. You must sign the **Authorized Representative Form** if the person you select is not legally bound to represent you. (An Authorized Representative form is available at the District Office or can be downloaded at <http://www.dhhs.nh.gov/dfa/forms.htm>)

What Do I Need To Bring To The Interview?

On the following page is a list of verifications that the Department needs to process your application. If you experience any problems obtaining the documents, you will be given 10 additional days after the interview to provide any missing verifications. Please contact your Family Services Specialist if you are having difficulty obtaining verification.

IMPORTANT: Please note that the resource limit for Medicaid is \$2,500. *You will need to provide documentation with bank/financial statements verifying that your total resources are \$2,500 or less.*

Your Verification Check List

*Please provide these documents with your application or at the time of your personal interview. If interviewing, please plan to spend at least 2 hours going through the interview process and **BRING COPIES** of the documents.*

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Citizenship and age are verified through a cross match with Social Security. You may be asked to produce a birth certificate or passport. <input type="checkbox"/> A picture ID for any individual not on Medicare. <input type="checkbox"/> Proof of residence and who you lived with prior to admission to the nursing facility. <input type="checkbox"/> Marital status is verified by marriage certificate, death certificate, divorce decree or legal separation agreement. <input type="checkbox"/> Social Security number (copy of card if available) and/or Veterans claim number (copy of letter if available). <input type="checkbox"/> Medical insurance card and proof of premiums (last bill). <input type="checkbox"/> If you are unable to interview in person, a signed Authorized Representative Form, General Power of Attorney or Guardianship papers. | <ul style="list-style-type: none"> <input type="checkbox"/> Irrevocable Burial contract and Burial Plot paperwork. <input type="checkbox"/> Verification of all monthly income (gross amounts) such as: social security income, pension, supplemental security income, veterans income (award letter), alimony (court document), annuities (complete contract), disability income, rental income and any expenses related to the property, trust income and any other income received. <input type="checkbox"/> Life insurance (copy of policy) and letter from the insurance company for the current cash value. This amount is included in the \$2,500 limit. If you change the beneficiary of the policy to the funeral home or DHHS, it is not counted as a resource. <input type="checkbox"/> Trusts. A complete copy of any trust set up by you or of which you are a beneficiary. Verification of the value of assets held in the trust. <input type="checkbox"/> Copies of Annuity Contracts and verification of monthly income. <input type="checkbox"/> Deeds and current value of any real property (home and land) owned by applicant, jointly with another, including a 'Life Estate'. |
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What Can I Expect After the Interview?

You should leave the interview with a list of any documents that the Family Services Specialist needs to complete your application. You need to provide these within ten (10) days. If you need help getting proof or do not understand what is needed, notify your Family Services Specialist immediately. Your Family Services Specialist will help you.

The Family Services Specialist who conducts your interview will begin reviewing all the documents **only when all are received within the required time frame.**

If you submitted a Trust or annuity, the review of Trusts is done by a representative at DHHS state offices. **This review takes additional time, so provide it as soon as possible.**

While your application is pending, you will be contacted by the Department only if more information is needed. Contact your Family Services Specialist if you have questions.

Step 2: You may need to complete a Medical Determination Process

If you are applying for a Medicaid Program that requires a medical determination, you will be given additional forms at your personal interview. Once these forms are completed and returned to your Family Services Specialist, they will be sent to the Department's Disability Determination Unit for the medical determination.



A Notice of Decision will be mailed to you. If you disagree with any part of the decision, you will also receive information on how to appeal this decision. However, you must act within 30 days. Contact your Family Services Specialist to assist you with any questions you have regarding your notice of decision.

Important Terms

Authorized Representative – Is a person acting on your behalf.

Financial Eligibility – When your assets and monthly income meet all Federal and State guidelines and your application has been approved.

Medical Eligibility – A medical assessment is completed to determine the best level of care necessary to care for you. It is completed by a nurse once a Medicaid application is filed with DHHS.

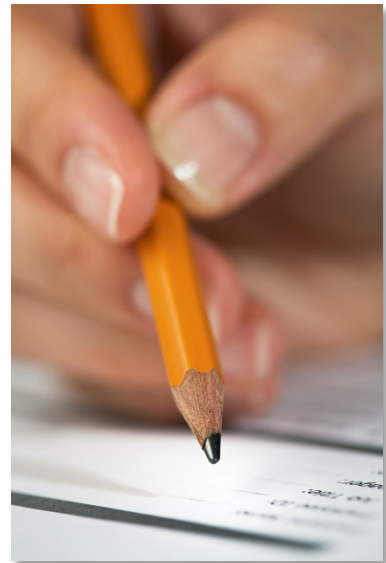
Pre-Paid Burial Fund – An irrevocable account established with a funeral home to pay for your funeral expenses or the funeral expenses of your spouse.

Real Property – Real estate in the form of land or buildings. Some real property is excluded. Some is countable and must be sold within six (6) months.

Redetermination – The annual form required to be completed by all eligible recipients. It provides an update of your current financial information for the Department. It must be completed yearly to retain eligibility.

Resource Limit – The maximum dollar value of all assets at the time of application.

Spend Down – Your countable income has exceeded the monthly protected income limit for your household size. This will mean you will be responsible for a portion of your medical expenses each month prior to Medicaid eligibility. This amount is determined based on how much you exceed the income limit. Any monthly expenses incurred should be submitted to your Family Services Specialist as soon as possible.



Looking For A Location To Submit Your Application In Person?

[NH Department Of Health And Human Services - District Offices](#)

Berlin District Office

650 Main Street, Suite 200
Berlin, NH 03570
(603) 752-7800; (800) 972-6111
TDD Access Relay: (800) 735-2964
Fax: (603) 752-2230

Claremont District Office

17 Water Street, Suite 301
Claremont, NH 03743
(603) 542-9544; (800) 982-1001
TDD Access Relay: (800) 735-2964
Fax: (603) 542-2367

Concord District Office

40 Terrill Park Drive
Concord, NH 03301
(603) 271-6200; (800) 322-9191
TDD Access Relay: (800) 735-2964
Fax: (603) 271-6451

Conway District Office

73 Hobbs Street
Conway, NH 03818
(603) 447-3841; (800) 552-4628
TDD Access Relay: (800) 735-2964
Fax: (603) 447-1988

Keene District Office

111 Key Road
Keene, NH 03431
(603) 357-3510; (800) 624-9700
TDD Access Relay: (800) 735-2964
Fax: (603) 352-2598

Laconia District Office

65 Beacon Street West
Laconia, NH 03246
(603) 524-4485; (800) 322-2121
TDD Access Relay: (800) 735-2964
Fax: (603) 528-4105

Littleton District Office

80 North Littleton Road
Littleton, NH 03561
(603) 444-6786; (800) 552-8959
TDD Access Relay: (800) 735-2964
Fax: (603) 444-0348

Manchester District Office

195 McGregor Street, South Tower, Suite 110
Manchester, NH 03102
(603) 668-2330; (800) 852-7493
TDD Access Relay: (800) 735-2964
Fax: (603) 668-5442

Rochester District Office

150 Wakefield Street, Suite 22
Rochester, NH 03867
(603) 332-9120; (800) 862-5300
TDD Access Relay: (800) 735-2964
Fax: (603) 335-5993

Seacoast District Office

50 International Drive
Portsmouth, NH 03801
(603) 433-8300; (800) 821-0326
TDD Access Relay: (800) 735-2964
Fax: (603) 431-0731

Southern District Office

3 Pine Street Extension, Suite Q
Nashua, NH 03060
(603) 883-7726; (800) 852-0632
TDD Access Relay: (800) 735-2964
Fax: (603) 883-2064

ServiceLink Aging and Disability Resource Centers

Belknap County

67 Water Street, Suite 105
Laconia, NH 03246
Local Line: 528-6945
Fax: 527-3790

Carroll County

448 White Mountain Highway
Tamworth, NH 03886
Local Line: 323-2043
Fax: 323-7508

Coos County

610 Sullivan Street, Suite 6
Berlin, NH 03570
Local Line: 752-6407
Fax: (603) 752-1824

Grafton County

Lebanon Office

10 Campbell Street, P.O. Box 433
Lebanon, NH 03766
Local Line: 448-1558
Fax: 448-6920

Littleton Office

Mt. Eustis Commons
262 Cottage Street, Suite G-25
Littleton, NH 03561
Local Line: 444-4498
Fax: 444-0379

Hillsborough County

Manchester Office

555 Auburn Street
Manchester, NH 03103
Local Line: 644-2240
Fax: 644-2361

Nashua Office

70 Temple Street
Nashua, NH 03060
Local Line: 598-4709
Fax: 598-8491

Merrimack County

2 Industrial Park Drive
Concord, NH 03302-1016
Local Line: 228-6625
Fax: 228-6623

Monadnock Region

105 Castle Street
Keene, NH 03431
Local Line: 357-1922
Fax: 352-8822

Rockingham County

Portsmouth/Seacoast Area

30 International Drive, Suite 202
Portsmouth, NH 03801
Local Line: 334-6594
Fax: 334-6596

Salem Area

8 Commerce Drive, Unit 802
Atkinson, NH 03811
Local Line: 893-1339
Fax: 893-1339

Strafford County

25 Old Dover Road
Rochester, NH 03867
Local Line: 332-7398
Fax: 335-8010

Sullivan County

224 Elm Street
Claremont, NH 03743
Local Line: 542-5177
Fax: 542-2640

All offices are open during normal business hours, Monday through Friday. After hours appointments are available.

