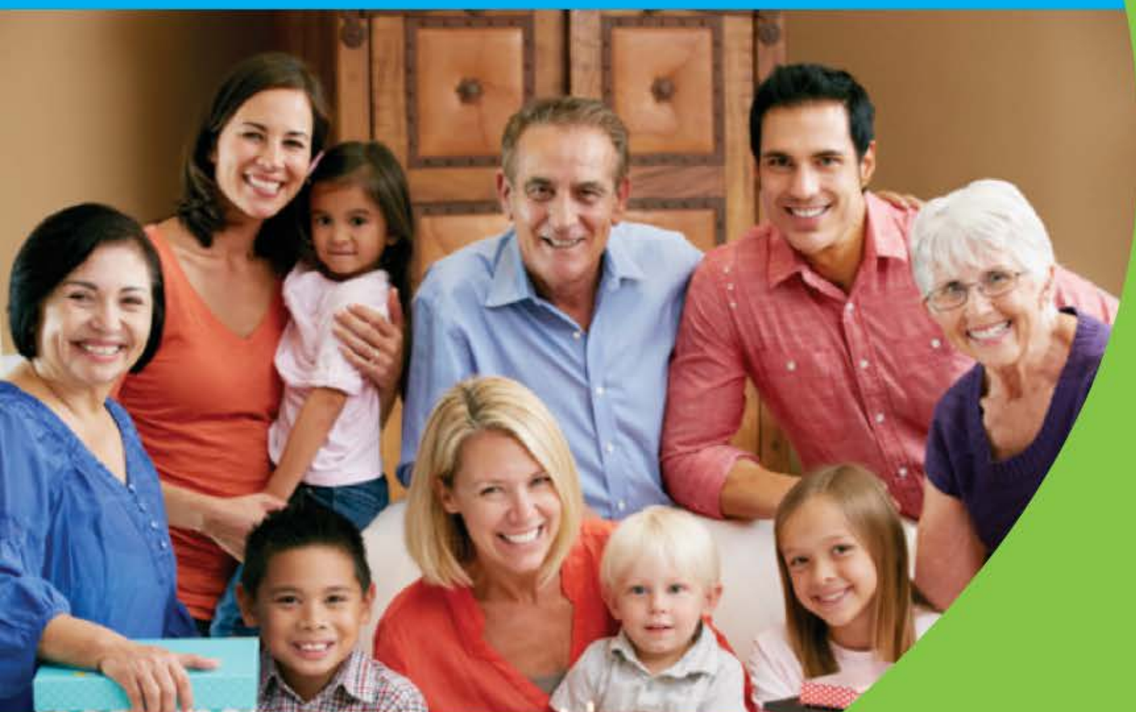
MEDICAID HOME AND COMMUNITY-BASED WAIVER SERVICES

NH CarePATH
Connections to better living



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

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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.

What Are Home and Community-Based Services?

Home and community-based services (HCBS) through Medicaid provide opportunities for Medicaid beneficiaries to receive services in their own home or community. These programs help people and children with intellectual or developmental disabilities, acquired brain disorders, and/or physical disabilities.

- → You must meet both financial and medical eligibility.
- → You will be asked what type of housing you live in as well as information about your income amount and source. This information will be used when calculating your financial eligibility for Medicaid.
- → The Resource Limit is $2,500. If resources exceed $2,500 at the time of application, the application will be denied unless the excess is spent down within 30 days.
- → Financial records for the past five (5) years must be reviewed as part of the application process. If they cannot be verified electronically, you will be asked to submit paper copies.
- → With your application, provide a copy of any trust and any asset held by the trust as well as income disbursements from the trust during the past year.

How Do I Apply For Medicaid?

This is a two-step process that looks at both financial and medical pieces at the same time. This booklet will guide you through **STEP 1**. For **STEP 2**, refer to a specific program booklet: Choices for Independence program, Community Mental Health Services and Supports, Developmental Disabilities and Acquired Brain Disorders Services, or Home Care for Children with Severe Disabilities.

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 NH Easy- Learn more and apply online
	2 ServiceLink - see the listing at end of this booklet or visit the ServiceLink Offices website
	3 A Local NH DHHS District Office - see listing at the end of this booklet or visit the District Offices website

Where Do I File The Completed Application?

You can submit online if you complete the application at NHEasy or mail or drop off your application at a District Office (find a listing of District Offices or see the listing at the end of this booklet).

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

Once your application has been submitted, you will need to have a personal interview with a Family Support Specialist. 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.** It is important for you to attend this meeting. If you need to reschedule this appointment, please contact the district office. 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 selected is not legally bound to represent you. (An Authorized Representative form is available at the District Office or can be downloaded)

If you miss an appointment, please contact the number on the bottom of your appointment notice as soon as possible to reschedule to avoid automatic denial of your application.

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.

The Department, through a cross match with Social Security, obtains verification of Citizenship. Rarely, you may be asked to supply a copy of your birth certificate or passport.

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.

Please provide the documents listed on the following page 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

Verification Check List

- ☐ Citizenship and age are verified through a cross match with Social Security. You may be asked to produce a birth certificate or passport.
- ☐ A picture ID for any individual not on Medicare.
- ☐ If applicable, proof of residence and who you live with (or if in a nursing facility, who you lived with prior to admission to the facility.)
- ☐ If applicable, marital status is verified by marriage certificate, death certificate, divorce decree or legal separation agreement.
- ☐ Lookback: Assets for the past 60-months from date of application continuing back 60 months will be reviewed. The lookback includes assets/resources owned by yourself, jointly with spouse or jointly with another person.
- ☐ Social Security number and/or Veterans claim number.
- ☐ Medical insurance card and proof of premiums (last bill).
- ☐ If you are unable to interview in person, a signed Authorized Representative Form, General Power of Attorney or Guardianship papers.
- ☐ If applicable, Irrevocable Burial contract and Burial Plot paperwork.
- ☐ 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.
- ☐ If applicable, life insurance (copy of policy) and letter from the insurance company for the current cash value. This amount is included in the $2,500 resource limit. If you change the beneficiary of the policy to the funeral home or DHHS, it is not counted as a resource.
- ☐ If applicable, 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.
- ☐ If applicable, copies of Annuity Contracts and verification of monthly income.
- ☐ If applicable, deeds and current value of any real property (home and land) owned by applicant, joint with another, or property which you own a life estate.

What Can I Expect After My 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.**

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.

How Will I Find Out About the Financial Decision?

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. If you want to appeal, 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.

Disqualifying Transfer of Assets – You may not be eligible for Home and Community Based Services for a period of time if you, your spouse or others sell or give away your real property or cash and receive less than fair market value in return. You must prove all transfers for the past five (5) years. Examples of disqualifying transfers could be: adding a joint owner to your bank accounts, changing the beneficiary of a life insurance policy to another person (other than a funeral home or DHHS), or transferred property.

Disqualifying Transfer Penalty – Period of ineligibility caused by a disqualifying transfer of assets. The number of months you are not eligible is calculated by dividing the value of the assets by the average monthly nursing home cost. The penalty begins with the date in which all eligibility criteria, both medical and financial, are met. **You would be responsible for paying any Home and Community Based Services or other medical services during this period.**

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

Look Back – Process of the Department reviewing your financial assets for the past five years from date of your Medicaid application. The look back includes assets/resources owned by yourself, jointly with spouse, or jointly with another person.

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 the Department.

Notice of Decision – The letter you receive in the mail that says whether you are eligible for Medicaid.

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. It must be completed yearly to retain eligibility.

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

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
1050 Perimeter Rd, Suite 501
Manchester, NH 03103
(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
19 Rye Street
Portsmouth, NH 03801
(603) 433-8300; (800) 821-0326
TDD Access Relay: (800) 735-2964
Fax: (603) 431-0731

Southern District Office
26 Whipple Street
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
72 Portsmouth Avenue Suite 113
Stratham, NH 03385
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.

This publication is supported by the New Hampshire Department of Health and Human Services and the NHCarePath Initiative.

www.nhcarepath.org

Form NHCP 4020