


NH Department of Health and Human Services (DHHS)
Division of Long Term Supports and Services
Bureau of Developmental Services

105 Pleasant St.
Concord, NH 03301

STATE OF NEW HAMPSHIRE BDS GENERAL MEMORANDUM (GM)	
DATE:	August 9, 2018
TO:	Area Agency Executive Directors, Business Managers, and Service Coordinators, Office of Public Guardian, Tri County Guardianship, CSNI, BDS Regional Liaisons, and BDS Management Team
FROM:	Christine Santaniello, Division Director
SIGNATURE:	
SUBJECT:	Process for Laconia State School Trust (LSS) Fund Requests
GM NUMBER:	LSS Funds GM #1
EFFECTIVE DATE:	N/A
REGULATORY GUIDANCE:	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:</p> <ul style="list-style-type: none"> • Explain the process that will be followed when a request for Laconia State School Trust Funds is submitted.

Funds are available **only** to former residents of Laconia State School (LSS) for the following purposes only:

- Dental work, \$5,000 lifetime cap;
- Transportation, \$200 yearly cap;
- Clothing, \$200/year cap;
- Home equipment and repair, \$1,000/yearly cap;
- Education, \$ 500 yearly cap; and
- Adaptive durable medical equipment (including hearing aids), \$5,000 lifetime cap

- I. For those individuals receiving Area Agency Services, the following process shall be followed:
 - a. Individual / guardian / representative makes request to the Area Agency
 - b. The Area Agency, if in agreement with the request, forwards the signed request form and any and all documentation for the request (quote, receipts, justification) to their Bureau of Developmental Services (BDS) Regional Liaison.
 - c. The Liaison will review and:
 - i. Either approve and forward to the BDS Financial Manager, or
 - ii. Request additional information, or
 - iii. Deny the request, clearly documenting the reason for the denial.
 - d. The BDS Financial Manager will review and process, and if approved, will send to the Treasurer, who will then make payment directly to the indicated payee.
- II. For those individuals who are not receiving Area Agency Services, the following process shall be followed:
 - a. Individual/guardian/representative makes request to the Bureau of Developmental Services via the Administrative Assistant.
 - b. The Administrative Assistant will review and:
 - i. Either approve and forward to the BDS Bureau Chief, or
 - ii. Request additional information, or
 - iii. Deny the request, clearly documenting the reason for the denial.
 - c. The BDS Bureau Chief, will review and process, based on the recommendation above. If approved, forward to the BDS Financial Manager.
 - d. The BDS Financial Manager will review and process, and if approved, will send to the Treasurer, who will then make payment directly to the indicated payee.
- III. All requests must include itemized documentation (receipts, quotes, justifications). For items that are to be reimbursed, a receipt must be provided.
- IV. All yearly caps are based on State Fiscal Year.