

4-25-20

Long Term Care Stabilization Program
Frequently Asked Questions – Release #2

1. Are vendors/contract staff (i.e. dining, rehab, and traveling nurses) eligible for the stipend? Would these staff apply through the Long Term Care Residential Facility?

Only frontline workers employed by the Medicaid enrolled provider are eligible for the program and should be included on the application form. Frontline employees are those individuals considered employed for tax purposes by the Medicaid enrolled provider. Individuals who are under contract with the Medicaid enrolled provider are currently not eligible, whether directly contracted or through an agency. The State is working to expand eligibility of this program to contract workers but at this time, they cannot be considered for the stipend. Please note that if you submitted an application already that included contracted frontline staff, you will need to submit a new application including only your frontline employees. Please notify NHES if this applies to you and submit your new application by e-mailing LTCSPAYMENT@NHES.NH.GOV.

2. Should these payments be taxed as bonus or regular payroll?

The stipend payments are considered to be part of your regular payroll and your financial representative should be consulted regarding proper withholding. For purposes of unemployment compensation, these stipends are considered as wages and would therefore be required to be reported by any individual receiving unemployment benefits. Further, the employer would be required to report these stipends as part of their regular quarterly wage reporting requirements to NHES.

3. What is the latest day/time companies have to have the weekly information into NHES?

Each WEEKLY PAYMENT CERTIFICATION needs to be filed Sunday through Saturday certifying frontline services and employees for the prior week. The complete process from application to payment is as follows. Applications can be obtained by going to WWW.NHES.NH.GOV and clicking on the blue button labeled "LONG TERM CARE PAYMENT". Applications should be submitted via e-mail to LTCSPAYMENT@NHES.NH.GOV. Approved applicants will be contacted by NHES by e-mail. For all applications received prior to April 28th the e-mail from NHES will also include a form entitled EXHIBIT A-TERMS AND CONDITIONS which will be required to be signed and returned by e-mail to NHES. Applications received from April 28th going forward will include as part of the application, the same EXHIBIT A-TERMS AND CONDITIONS that will need to be signed and returned as part of the application submission. Please note the EXHIBIT A-TERMS AND CONDITIONS replaces the need to execute a Memorandum of Understanding (MOU). An MOU will not be required. Upon notice of approval and submission of the signed EXHIBIT A-TERMS AND CONDITIONS, the applicant will then need to submit a WEEKLY PAYMENT CERTIFICATION for each week they are seeking the LTCS PAYMENT. The WEEKLY PAYMENT CERTIFICATION may be submitted by e-mail starting on each Sunday by sending to LTCSPAYMENT@NHES.NH.GOV. Each WEEKLY PAYMENT CERTIFICATION is certifying qualifying employment for the prior weekly period from Sunday through Saturday. The first week eligible for the LTCS PAYMENT is the week beginning Sunday, April 19th.

- 4. What is the turnaround time for NHES to get payment to employers after they certify each week?**
NHES will issue payment upon submission and confirmation of the fully executed WEEKLY PAYMENT CERTIFICATION. The form of payment- EFT or paper check- will be consistent with the preference indicated by the provider when completing their online vendor registration with the State Treasurer.

Please note that further Guidance may be issued and additional FAQs may be published, so check for updated information frequently.