



Connections to better living

CHOICES FOR INDEPENDENCE PROGRAM (CFI)



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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Choices For Independence Program (CFI)

What Is The Choices For Independence Program?



The New Hampshire Department of Health and Human Services (DHHS) is committed to providing home and community based services as an alternative to nursing facility placement. The Choices for Independence (CFI) Program is a Medicaid-funded program that provides a wide range of service choices that enable eligible adults to stay in their own homes and communities. Adults participating in the CFI Program must be age 18 or older and meet certain financial and clinical eligibility requirements.

Certain steps must be completed before your services can start. You must:

- Undergo a determination of financial eligibility
- Undergo a determination of clinical eligibility
- Choose a Case Manager to help manage your services



If you would like, you can meet with a ServiceLink Resource Center Options Counselor to assist with this process.

DHHS partners with the ServiceLink Resource Center Network to help consumers apply for the CFI Program.



ServiceLink

Toll Free 1-866-634-9412

(NH Relay) 7-1-1

Language interpreters are available

Meeting With The Options Counselor

You can learn more about the eligibility requirements and process of applying for the Choices for Independence Program by contacting an Options Counselor at your local ServiceLink office. The initial conversation about your specific needs can happen by phone or in person at a ServiceLink location or community setting. A list of ServiceLink offices is located at the end of this booklet or by clicking here: [ServiceLink Offices](#)



The Options Counselor will explain the application requirements and next steps for financial and clinical eligibility requirements for the CFI Program and provide you with the “Exploring Choices for Independence” brochure. The brochure will outline the services that may be available to you through the program if you are eligible.

The Options Counselor will also complete a basic screening for Medicaid financial eligibility. If it appears that you may qualify, the Options Counselor will discuss this option with you and provide the Medicaid application, other necessary documents, and verification information. It is important to begin the process of gathering information for your application. The Options Counselor is available to answer questions and assist you throughout the application process.

Presumptive Eligibility

In some cases where individuals are at risk, all information has been submitted and financial eligibility seems likely, a presumptive eligibility process may be initiated. For more information about this process contact DHHS or a ServiceLink Office.

Financial Eligibility For the Choices For Independence Program

To be determined financially eligible to participate in the CFI program you will need to complete the Medicaid application. Once you have done this and have completed the necessary verification information, return the application to the ServiceLink Options Counselor or local District Office. The counselor will schedule an appointment for you to meet with a representative from the Division of Client Services (DCS) under DHHS. DCS administers eligibility for the Medicaid program in New Hampshire.



You may choose to have your appointment scheduled at a ServiceLink office or at a DHHS District Office. At either location your appointment will be with a DCS representative.

After your meeting with the DCS representative, you may be required to provide additional information to complete your Medicaid application. The Options Counselor from ServiceLink may be able to provide you with reminders, but it is your responsibility to return all necessary documents to DCS within 10 days.

The financial eligibility determination process can take 45 days or longer.

Don't forget to complete and promptly return all documents to your ServiceLink Options Counselor or DCS Representative.

Remember: It's always your choice whether or not to continue with the application process.

Are Additional Steps Required For the Medicaid Application?

If you are age 65 years or older, there are no additional steps to your application to the Medicaid Program.

If you are between the ages of 18 and 64 years, there are additional steps. Medicaid eligibility for individuals who are between the ages of 18 and 64 years is determined under:

- Aid to the Permanently and Totally Disabled (APTD)
- Aid to the Needy Blind (ANB)

For APTD and ANB

If you haven't applied for Social Security Disability benefits, this will be required, and you will need to certify to DCS that you have done so. Your ServiceLink Options Counselor can help you find the application for Social Security Disability benefits. Medical information will be required for review by the Disability Determination Unit (DDU) to verify your disability. The DDU will notify you of the approval to continue processing your application for Medicaid eligibility.



Clinical Eligibility For The Choices For Independence Program

To be determined clinically eligible to participate in the CFI program, you will need to undergo a medical assessment. The DHHS Bureau of Elderly and Adult Services (BEAS) will determine if your condition meets the clinical requirements for the nursing facility level of care as described in the rule adopted by BEAS (He-E 801). The assessment will determine how you function when it comes to performing activities of daily living such as eating, bathing, and dressing.



An appointment will be made for you with a community nurse who may come to your home for an assessment. The nurse will explain in more detail about the CFI Program and ask questions about your medical condition and activities of daily living. Please have your medications available to discuss with the nurse. The interview does not include a physical exam of any kind. The interview time ranges from one (1) to two (2) hours.

If you have not been contacted within 10 business days of your Medicaid interview date about an appointment with a community nurse, call ServiceLink at 1-866-634-9412 to get an update on the status of your application.

How Will I Find Out About the Decision?

You will receive a letter (“Notice of Decision”) from the New Hampshire Department of Health and Human Services (DHHS) indicating whether or not you are financially and clinically eligible for the Choices for Independence Program.

Your Right to Appeal



If you are not found eligible for Choices for Independence, you have the right to appeal this decision. The appeals process will be explained in the letter. You can also ask your Options Counselor at ServiceLink about other Medicaid options, as well as available community service options.

It is important to remember there are time limits for filing an appeal. Generally, you must file an appeal within 30 days after the date on the Notice of Decision for the CFI Program. Carefully read your Notice of Decision and the Notice of Rights and Responsibilities to determine how long you have to file an appeal. You can withdraw your appeal at any time.

Case Manager and Care Plan for Services

If you are found eligible for the Choices for Independence Program, you will be asked to select a CFI Case Manager who will work with you to develop a service plan and will assist you to arrange for providers of services. Your Case Manager will continue assisting you once you begin receiving services through the CFI Program. If you do not have a CFI Case Manager preference, BEAS will identify a Case Manager to begin the process of developing a service plan.

Once a Case Manager has been assigned, you will receive a letter from DHHS confirming the name of your Case Manager, how to contact him or her, and how/when your Case Manager will meet you and create a care plan with you. The Case Manager's role is in planning your services. This is an opportunity to discuss with your Case Manager what is important to you.

After you and your Case Manager develop the care plan, the Case Manager will inquire about your choices for providers, and will then coordinate with you to organize the services to be delivered as part of your service plan. The ServiceLink Options Counselor remains available to you as a community resource.

IMPORTANT!

- Send in all required documents on time.
- You must be financially and clinically eligible to receive services through the **Choices for Independence Program**.
- You always have the right to appeal a denial of eligibility (financial and/or clinical).
- You have the ability to choose your Case Manager.
- Regardless of your Medicaid status, the Options Counselor at ServiceLink is available to assist you.



ServiceLink

Toll Free 1-866-634-9412

(NH Relay) 7-1-1

Language interpreters, hearing and vision access available

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 Offices

Belknap and Carroll County

Laconia

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

Tamworth

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

Coos County Office

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

Grafton County

Lebanon

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

Littleton

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

Plymouth

Plymouth Senior Center
(by appointment only)
8 Depot St., PO Box 478
Plymouth, NH 03264
Local Line: Call Littleton for appt.

Hillsborough County

Manchester

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

Nashua

Address:
70 Temple St.
Nashua, NH 03060
Local Line: 598-4709
Fax: 598-8491

Monadnock Region and Sullivan County

Keene

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

Sullivan

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

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: 893-9769
Fax: 893-1339

Strafford County

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

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

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www.nhcarepath.org