

## COVID ABSENTEE STEP BY STEP INSTRUCTIONS

### SUMMARY SHEET

1. Fill out all areas on the Summary Sheet
2. Make sure you read the Funding Use and Attestation Verification. You do not need to provide an attestation from parents.
3. After reading the attestation, then type in your name, title and date signed. (this is your signature)

### CCDF CHILDREN TAB

1. Make sure you fill in Columns A-H with child's info and pricing.  
NOTE: You can find child's RID number on their Notice of Decisions forms or on web billing under their claims. This is needed to process the invoices.
2. For column I, you will need to have the Weekly Rates form. You can find this form on NH Connections/ Under Covid and then Financial Resources. Covid Absentee.
3. It will auto populate Colum J with the lowest rate, Do NOT touch K
4. Jump to Column L.  
  
\*\*Did you claim these absent days already in web billing? If you did, please make sure you add how much you received for this week. If you did not receive anything, Put 0.
5. Next, fill in Columns N-U. Every Column needs to be filled in. 1 for yes they were absent, 0 for no they were not absent. Make sure you type in how many days absent under each week. If they were not absent that week, make sure you type in 0 for that week.
6. Column V will auto populate # of days absent.
7. Column W: please type in how many days the child has left in this absentee period. For example, if the child already used 5 days in July, the child only has 5 days left in August. You would type in 5 in column W.
8. After inserting all information in for all the children, look on top of spreadsheet and look at Total Amount for All CCDF children. Look at the amount. Go back to Summary sheet and make sure that the total is the same as the CCDF tab.

### NON- CCDF CHILDREN

1. Click on NON-CCDF children tab. This invoice will be for the children who are not receiving Child Scholarship funds. These children will not have a RID number. Also, they will receive a daily rate for days they are absent.
2. You will calculate the authorized service level by the number of hours they are scheduled to attend. PT hours 1-15 hours, HT hours 16-30 hours, FT hours 31+
3. Fill in Columns A-H.
4. Skip over to Columns M-T. Make sure you fill in every column. 1 for yes they were absent, 0 for no they were not absent. Make sure you type in how many days absent under each week. If they were not absent that week, make sure you type in 0 for that week.

5. Column V will auto populate.
6. Column W: please type in how many days the child has left in this absentee period. For example, if the child already used 5 days in July, the child only has 5 days left in August. You would type in 5 in column W.
7. After inserting all information in for all the children, look on top of spreadsheet and look at Total Amount for All NON CCDF children. Look at the amount. Go back to Summary sheet and make sure that the total is the same as the NON CCDF tab.

**Important Reminders:**

- Invoices can only be saved as a excel spreadsheet. WE cannot take pictures, pdf's or google docs.
- Make sure you look at the due date for the monthly invoices on the policy letter.
- You can find the instructions of how to save the invoice at: Emma can you put the link up in the chat box?
- Email submission – Attach the completed and saved invoice to your email. Send the email to [DHHS.AbsenteeInvoice@DHHS.NH.GOV](mailto:DHHS.AbsenteeInvoice@DHHS.NH.GOV) . Enter your Program Name, COVID Absentee and month billing for in subject line: Example: MsChildcareCOVIDABSENTEEJanuary Be sure to attach the completed monthly invoice for every authorized child to one email. No paper invoices will be accepted. Only email submissions will be reviewed and processed. If you have any questions about completing the invoice, please email us at [DHHS.AbsenteeInvoice@DHHS.NH.GOV](mailto:DHHS.AbsenteeInvoice@DHHS.NH.GOV)