IMPORTANT NOTICE: POLICY CLARIFICATION
Absent Due to COVID Payment Information for
January 3 - May 29, 2022

Dear Child Care Provider:

The Bureau of Child Development and Head Start Collaboration (BCDHSC) is announcing important updates to the Absent Due to COVID temporary policy change. Included are the following changes:

1) The policy end date was extended as follows:
   o Children in CCDF: From January 3 to February 27, 2022 (due to the “CCDF Enrollment-based Payment Data Pilot” to begin on February 28, 2022).

2) As of January 3, 2022, a new allotment of 10 Absent Due to COVID days is available for all eligible children residing in New Hampshire. This allotment does not combine with the previous 10 days and is not a monthly allotment.

3) If staff members are absent due to the effects of a COVID vaccine and as a result, a classroom must be closed or fewer children may be served, providers may now bill for Absent Due to COVID under this emergency policy.

4) If a child is absent due to effects of a COVID vaccine, providers may bill for Absent Due to COVID under this emergency policy, along with the other circumstances that are also billable.

5) At Home COVID Test Policy Change: At the discretion of the provider, home tests may be used as a confirmation of a child’s COVID status (positive or negative). We recommend each provider review the CDC Home Test Guidelines at https://www.cdc.gov/coronavirus/2019-ncov/testing/self-testing.html and develop a written policy regarding COVID testing.

6) If a CCDF child is absent during the week due to a COVID-related absence, please do NOT web bill. You will use the COVID spreadsheet only. Please note: if you have billed a family for absences due to COVID for which you are receiving a payment through this policy, you must reimburse the family or provide the family with a credit for the amount you received for their child.

This notice provides additional information regarding billing invoice spreadsheets and deadlines for billing, as follows:

The Department of Health and Human Services’ Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.
1) Absent Due to COVID billing invoice spreadsheets are located at: [https://www.nh-connections.org/covid-19/financial-resources/](https://www.nh-connections.org/covid-19/financial-resources/)

2) BCDHSC must receive all invoice spreadsheets for Absent Due to COVID by 5:00 p.m. on the following schedule. Invoice spreadsheets received after the deadline will not be paid.

<table>
<thead>
<tr>
<th>Absent Due to COVID Period:</th>
<th>Due By:</th>
<th>Eligible Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3 - January 30, 2022</td>
<td>February 17, 2022</td>
<td>All children (non-CCDF and CCDF)</td>
</tr>
<tr>
<td>January 31 – February 27, 2022</td>
<td>March 17, 2022</td>
<td>All children (non-CCDF and CCDF)</td>
</tr>
<tr>
<td>February 28 – April 3, 2022</td>
<td>April 14, 2022</td>
<td>Non-CCDF children only</td>
</tr>
<tr>
<td>April 4 – May 1, 2022</td>
<td>May 19, 2022</td>
<td>Non-CCDF children only</td>
</tr>
<tr>
<td>May 2, 2022 – May 29, 2022</td>
<td>June 17, 2022</td>
<td>Non-CCDF children only</td>
</tr>
</tbody>
</table>

3) No invoices for this new period may be submitted until the previous period invoices have been submitted.

4) **Only one invoice per a month** can be submitted. Please do NOT submit multiple invoices per your program. We are asking you to wait and submit invoices at the end of each month. If multiple invoices are submitted, DHHS Finance will reject them.

To review the full Absent Due to COVID policy, including the previous update, please click on the following link: [https://www.nh-connections.org/uploads/2021/09/ABSENT-DUE-TO-COVID-POLICY-UPDATE-NOTICE-Final.pdf](https://www.nh-connections.org/uploads/2021/09/ABSENT-DUE-TO-COVID-POLICY-UPDATE-NOTICE-Final.pdf)

**Questions about this Notice**

If you have questions about this notice, please contact the following:

Bureau of Child Development and Head Start Collaboration: DHHS.AbsenteelInvoice@dhhs.nh.gov

For children receiving DCYF Preventive and Protective Services you will not be using the COVID Absentee Invoices. You will continue to web bill per usual. If you have questions please email: DHHS.DCYFProviderRel@dhhs.nh.gov.

Warmest Regards,

Debra Nelson, Bureau Chief