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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*DIVISION OF ECONOMIC & HOUSING STABILITY*

**BUREAU OF CHILD DEVELOPMENT & HEAD START COLLABORATION**

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January 31, 2022

**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:**
  - **Non-CCDF children: From January 3 to May 29, 2022.**
  - **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:

- 1) Absent Due to COVID billing invoice spreadsheets are located at : <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**

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

- 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>

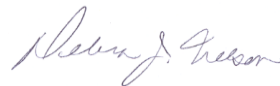
Questions about this Notice

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

Bureau of Child Development and Head Start Collaboration: [DHHS.AbsenteeInvoice@dhhs.nh.gov](mailto:DHHS.AbsenteeInvoice@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](mailto:DHHS.DCYFProviderRel@dhhs.nh.gov).

Warmest Regards,



Debra Nelson, Bureau Chief