

Dear Colleague;

Here is your **“Absent Due to COVID” invoice spreadsheets** for January, February, March and April. Thanks for your patience as we worked through the logistics on this project. We have attached instructions for January and separate instructions for February, March and April. In addition, we have extended the submission deadline for the February invoice spreadsheet due to the delay in getting it to you.

The new deadlines are:

- **All invoice spreadsheets for Absences Due to COVID-19 must be received by 5:00 p.m. on the following schedule. Invoice spreadsheets received after the deadline will not be paid.**

<b>Dec 28, 2020 – Jan 31, 2021 = January Invoice</b>	<b>Due by Friday, March 26, 2021</b>
<b>Feb 1 – Feb 28, 2021 = February Invoice</b>	<b>Due by Friday, April 9, 2021</b>
<b>Mar 1 – April 4, 2021 = March Invoice</b>	<b>Due by Friday, April 23, 2021</b>
<b>April 5 – May 2, 2021 = April Invoice</b>	<b>Due by Friday, May 14, 2021</b>

For additional support we are hosting a “how To’ Webinar on the Absent Due to COVID program on Thursday, March 18 from 1:00 to 2:00 PM. You can register at CCAoNH/

Also here a couple of important points –

- If you are serving **P & P children, DO NOT BILL using ABSENT DUE TO COVID**. You should bill for those absent children through your web-billing function
- Absent Due to COVID is available for both early childhood and school age children.
- Please pay attention to the column that asks if you already billed on web-billing for an absent child, we cannot “double pay” for an absent child so back out what you already billed if you decided to do it.
- All questions must be addressed to the [AbsenteeInvoice@dhhs.nh.gov](mailto:AbsenteeInvoice@dhhs.nh.gov) email address. We have divided up responsibilities and by emailing the wrong email box it will delay your response.

Again, Thanks for your patience and all you do for New Hampshire’s youngest citizens.

The BCDHSC Team

FYI – Child Care Providers are eligible as of March 17 to sign up for a vaccine – please go to <https://sonh-community.force.com/providers/s/>