



**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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May 25, 2021

**IMPORTANT NOTICE: POLICY CLARIFICATION**  
**Information Regarding Payment for COVID-19 Pandemic Related Absences**  
**for the extension period from May 3, 2021 to August, 29, 2021**

*Dear Child Care Provider:*

On May 3, 2021, the Bureau of Child Development and Head Start Collaboration announced an important update to the “Payment for COVID-19 Pandemic Related Absences” temporary policy change on the NH Connections website: [Absent-Due-to-COVID-Billing-Update-5.4.pdf](#). Included were the following changes:

- 1) The policy end date has been extended from Monday, May 2, 2021 to Sunday, August 29, 2021.
- 2) As of May 3, 2021, a new allotment of 10 “absences due to COVID” days is available for all eligible children. 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 COVID-19 vaccine and as a result, a classroom must be closed or fewer children may be served, providers may now bill for “absences due to COVID” under this emergency policy.

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

- 1) Billing invoice spreadsheets for Absences Due to COVID-19 are located at : <https://www.nh-connections.org/covid-19/financial-resources/>
- 2) **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><i>Absence Due to COVID-19 Period:</i></b>	<b><i>Due By:</i></b>
May 3 – May 30, 2021	June 25, 2021
May 31 – June 27, 2021	July 23, 2021
June 28 – August 1, 2021	August 27, 2021
August 2 – August 29, 2021	September 24, 2021

To review the full Absent Due to COVID policy, including the previous update, please click on the following link: [ABSENT-DUE-TO-COVID-POLICY-UPDATE-NOTICE-12-28-20-to-5-2-2021.pdf](#)

Questions about this Notice

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

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

For children receiving DCYF Preventive and Protective Services: [DCYFproviderrelations@dhhs.nh.gov](mailto:DCYFproviderrelations@dhhs.nh.gov)

Warmest Regards,

A handwritten signature in cursive script, appearing to read "Debra J. Nelson".

Debra Nelson, Bureau Chief