



**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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September 8, 2021

**IMPORTANT NOTICE: POLICY CLARIFICATION**  
**Absent Due to COVID Payment Information for**  
**August 30, 2021 to December 26, 2021**

*Dear Child Care Provider:*

In mid-August , the Bureau of Child Development and Head Start Collaboration (BCDHSC) announced an important update to the Absent Due to COVID 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 was extended from August 30, 2021 to December 26, 2021.
- 2) As of August 30, 2021, 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 COVID-19 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.

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><i>Absent Due to COVID Period:</i></b>	<b><i>Due By:</i></b>
August 30 - September 26, 2021	October 22, 2021
September 27 - October 31, 2021	November 19, 2021
November 1- November 28, 2021	December 17, 2021
November 29- December 26, 2021	January 21, 2022

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

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](#)

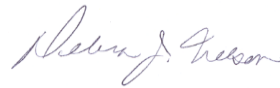
Questions about this Notice

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

Bureau of Child Development and Head Start Collaboration: [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