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*DIVISION OF ECONOMIC & HOUSING STABILITY*

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

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December 14, 2022

**IMPORTANT NOTICE: TEMPORARY POLICY EXTENSION**  
**Absent Due to COVID Payment Information for**  
**January 2 – April 2, 2023**

*Dear Child Care Provider:*

The Bureau of Child Development and Head Start Collaboration (BCDHSC) is pleased to announce important updates to the Absent Due to COVID temporary policy change, as follows:

- 1) **The policy end date was extended for CCDF and non-CCDF children from January 2 through April 2, 2023. The Department reserves the right to end this extension earlier than April 2, 2023 in the event that costs exceed the budgeted allocation. In the event that the policy will end earlier than April 2, 2023, the Department will notify providers at least two weeks in advance of the revised end date.**
- 2) As of January 2, 2023, 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 bill for Absent Due to COVID under this emergency policy.
- 4) If a child is absent due to the 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 “Due By” date shown in the table below. Invoice spreadsheets received after the deadline will not be paid.**

<i>Absent Due to COVID Period:</i>	<i>Due By:</i>	<i>Eligible Children</i>
January 2 – January 29, 2023	Friday, February 10	All children (non-CCDF and CCDF)
January 30 – March 5, 2023	Friday, March 17	All children (non-CCDF and CCDF)
March 6 – April 2, 2023	Friday, April 14	All children (non-CCDF and CCDF)

- 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** may be submitted. Please do **NOT** submit multiple invoices for your program in a given month. We ask that you wait and submit invoices at the end of each month. If multiple invoices are submitted in a single month, 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. Please 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