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STATE OF NEW HAMPSHIRE
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DIVISION OF ECONOMIC & HOUSING STABILITY

BUREAU OF CHILD DEVELOPMENT & HEAD START COLLABORATION

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December 22, 2021

IMPORTANT NOTICE: POLICY CLARIFICATION
Absent Due to COVID Payment Information for
January 3, 2022- May 1, 2022

Dear Child Care Provider:

In mid-December, the Bureau of Child Development and Head Start Collaboration (BCDHSC) announced an important update to the Absent Due to COVID temporary policy change. Included were the following changes:

- 1) The policy end date was extended from January 3, 2022 to January 30, 2022 for CCDF and Non-CCDF children.
- 2) The policy end date was extended from January 31, 2022 to May 1, 2022 for **only NON-CCDF** children due to the "Paid by Enrollment Pilot" for CCDF children.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) At Home COVID Test Policy Change: Home tests may, at the discretion of the provider, 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 around COVID testing.
- 7) 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.

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.**

Absent Due to COVID Period:	Due By:	Eligible Children
January 3, - January 30, 2022	February 17, 2022	All children non-CCDF and CCDF
January 31 – February 27, 2022	March 17, 2022	Non-CCDF children only
February 28 – March 27, 2022	April 14, 2022	Non-CCDF children only
March 28 – May 1, 2022	May 19, 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 they will be rejected from finance.

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>

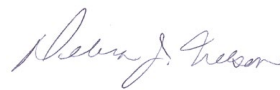
Questions about this Notice

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

Bureau of Child Development and Head Start Collaboration: DHHS.AbsenteeInvoice@dhhs.nh.gov

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.

Warmest Regards,



Debra Nelson, Bureau Chief