



Lori A. Shibinette
Commissioner

Christine L. Santaniello
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF ECONOMIC & HOUSING STABILITY

BUREAU OF CHILD DEVELOPMENT & HEAD START COLLABORATION

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4242 1-800-852-3345 Ext. 4242
Fax: 603-271-8712 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 27, 2020

IMPORTANT NOTICE
Information Regarding NH Child Care Scholarship Program Payment for School-age Care

Dear Child Care Provider:

You are receiving this notice to inform you of a temporary change to the NH Child Care Scholarship Program due to the COVID-19 pandemic. This change will benefit school-age children and their families who need child care during hours children would normally attend school. This policy is effective from September 7, 2020 to November 30, 2020. However, DHHS reserves the right to change this policy at any time based on changes in circumstances due to the pandemic. All changes will be in writing.

Overview of Change

1. Due to COVID-19, DHHS will temporarily extend the emergency policy that allows Child Care Development Fund (CCDF)-enrolled providers to bill full-time for school-age children who:
 - Participate in the NH Child Care Scholarship Program; and
 - Are authorized at the full-time service level.
2. Office of Child Care guidance allows providers to bill for time *supervising/supporting* but not *directly teaching* children in the child care program when children are completing remote, virtual, or online schoolwork. Providers may offer and bill for homework assistance.

Payment Process

1. **DHHS will make payments to providers via an electronic invoicing process, *not* via the CCDF web billing system.** Invoice packets will be available beginning on Friday, September 4, 2020 in advance of the effective date for this policy. To obtain an invoice packet, please send an email to DHHS.ChildDevelopment@dhhs.nh.gov with a subject line of "Request School-age Invoice." If you do not receive your packet within two business days of your request, please call or email Provider Relations (see contact information in the "Questions" section below).
2. **Providers need to have a vendor number** from the State of NH in order to receive payment. This number is different from your CCDF RID. If you do not have a State of New Hampshire vendor number, please follow the instructions at the end of this notice.
3. **Billing via invoice applies only for school-age children authorized for full-time child care.** For children with part-time and half-time service levels, **providers will bill through web billing as usual.**

4. The child care provider must submit to DHHS:
 - A **weekly** invoice that includes the dates and hours the child attended, the authorized service level, the cost share, and the payment amount for each child.
 - A **signed provider self-attestation** that supervision and not direct teaching was provided during times the child participated in remote, virtual or online learning, and there is a parent-signed attendance sheet on file at the program.
5. BCDHSC will review and approve the invoice.
6. Approved invoices will be submitted to our Fiscal Unit and Accounts Payable for processing. It is our goal to process invoices and make payments just as quickly as possible. Given the large volume of invoices for all of DHHS COVID-related programs and policy changes, however, payment may take up to three weeks. Please note that incomplete or incorrect invoices may delay the payment process.

State of New Hampshire Vendor Number

If you do not already have a State of New Hampshire number, you must apply to receive one. This is not the same as your NH Child Care Scholarship Resource number. If you received ECCP staff Incentive or CCRSP payments, you can use the same vendor number. You cannot receive a check from the State of New Hampshire unless you have a vendor number. Apply at [NH Vendor Number Application click here](#) or go to <https://das.nh.gov/purchasing/vendorregistration>. Typically, applicants receive a vendor number in less than a week of applying.

Questions about this Notice

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

- Employment related child care providers:
Bureau of Child Development and Head Start Collaboration
Provider Relations at Sarah.Nelson@dhhs.nh.gov or (603) 271-4242
- Families:
Bureau of Family Services Customer Services at (603) 271-9700.

Warmest Regards,



Debra Nelson, Bureau Chief
Bureau of Child Development and
Head Start Collaboration