

# MEMORANDUM

To: Child Care Providers & Child Care Resource & Referral Agencies  
From: Deidre Craythorne, Child Care Program Manager  
Date: January 26, 2021  
Re: February 2021 Provider Reimbursement

The month of February 2021 will have a possible 20 work days. Therefore, the Division of Early Care and Education has set the billable days for critical care sites at 20.

## February 2021 Billing Procedures

The West Virginia Department of Health and Human Resources' Division of Early Care and Education will extend both current Child Care Certificates and Parent Service Agreements for essential workers through at least February 28, 2021.

Critical child care sites will be permitted to bill **20 days** for both essential and non-essential children who are currently on their subsidy roster. The child(ren) must have attended the site during the month of February to be eligible for full 20 days payment. Providers shall not add children to their roster and bill for the child if the child never attends, or has never attended the site.

**If children attend more than 20 days, actual days of attendance may be billed.** Child care providers registered as critical care sites will continue to be reimbursed at the Tier III plus the special needs rate for over income essential workers. There are no other changes for critical care sites for February 2021.