



STATE OF WEST VIRGINIA

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Children and Families

Office of Programs and Resource Development

Division of Early Care and Education

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Bill J. Crouch  
Cabinet Secretary

Linda M. Watts  
Commissioner

February 2, 2021

**Notification of Extension of Assistance to Over Income Essential Workers**

Dear Child Care Provider,

This letter serves as notification of the extension of assistance to over-income essential workers.

The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27, 2020, for the purpose of providing emergency assistance and health care response for individuals, families, and businesses.

Through the CARES Act, COVID-19 Emergency Response Funds were issued to each state with an allocation specifically set aside to support essential workers with costs of child care during the pandemic.

Essential workers whose income exceeds the income guidelines established in the Child Care Policy and Procedure Manual, Appendix A: Sliding Fee Scale will be eligible for COVID-19 Critical Child Care through at least April 30, 2021.

**Maximum Monthly Billable Days**

**March 2021 Billing Procedures**

Critical child care sites will be permitted to bill 23 days for children of both essential and non-essential workers, who are currently on their subsidy roster. **The child(ren) must have attended the site during the month of March to be eligible for full 23 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 23 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.

**April 2021 Billing Procedures**

Critical child care sites will be permitted to bill 22 days for children of both essential and non-essential workers, who are currently on their subsidy roster. **The child(ren) must have attended the site during the month of April to be eligible for full 22 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 22 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.

Thank you for your continued service through this crisis. Should you have any questions about billing, call your Child Care Resource & Referral agency for guidance.