

# **Maximum Monthly Billable Days—September 2021**

## **September 2021 Billing Procedures**

**Critical child care sites will be permitted to bill 23 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 September 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.**

**Sign in and out sheet: Due to the reported increase in COVID-19 cases in West Virginia, the Division of Early Care and Education will reinstate permissions for the provider to sign the child in/out on Attendance Sheets, beginning August 25, 2021. We hope that less contact will assist in mitigating the spread of the virus.**

**It is, however, still required for all providers to obtain parent signatures on the Attendance Sheets at the end of each month to confirm each child's attendance, prior to submitting payment requests.**

# Maximum Monthly Billable Days—October 2021

## October 2021 Billing Procedures

Critical child care sites will be permitted to bill 21 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 October to be eligible for full 21 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 21 days, actual days of attendance may be billed.

**Sign in and out sheet:** Due to the reported increase in COVID-19 cases in West Virginia, the Division of Early Care and Education will reinstate permissions for the provider to sign the child in/out on Attendance Sheets, beginning August 25, 2021. We hope that less contact will assist in mitigating the spread of the virus.

It is, however, still required for all providers to obtain parent signatures on the Attendance Sheets at the end of each month to confirm each child's attendance, prior to submitting payment requests.