

# Child Care Subsidy Maximum Monthly Billable Days

<u>November 2021</u>	<u>December 2021</u>	<u>January 2022</u>	<u>February 2022</u>
Critical child care sites will be permitted to bill <b>22 days</b> for both essential and non-essential children who are currently on their subsidy roster.	Critical child care sites will be permitted to bill <b>23 days</b> for both essential and non-essential children who are currently on their subsidy roster.	Critical child care sites will be permitted to bill <b>21 days</b> for both essential and non-essential children who are currently on their subsidy roster.	Critical child care sites will be permitted to bill <b>20 days</b> 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 to be eligible for full # of days for 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 set billable days as stated above, 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.**

