

The Division of Early Care and Education sets the billable days based upon the number of possible work days in each month.

The child(ren) must have attended the site **at least one day during the month** to be eligible for the full billable day's payment. If children attend more than the set number of billable days, actual days of attendance may be billed.

March 2022

23 billable days

Beginning March 1, 2022, **parents must sign the child(ren) in and out of care daily.** The provider may sign the child(ren) in and out of care only as described in the West Virginia Child Care Subsidy Policy and Procedures Manual:

7.7.2. ...in cases where a child is transported to and from child care by bus or van, a teacher, aide, driver, director, or caregiver may sign the child in and out if the client signs off on the attendance sheet at the end of the month verifying that their child was in care before and after school on those dates.

