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October 30, 2019

IMPORTANT CHANGES TO NEW HAMPSHIRE CHILD CARE SCHOLARSHIP PROGRAM BILLING

Dear Child Care Provider:

You are receiving this letter as an enrolled child care provider with DHHS, serving children eligible for the NH Child Care Scholarship Program. We are pleased to announce important changes to the NH Child Care Scholarship Program billing, effective on November 4, 2019. Please share this important information with your NH Child Care Scholarship Program families.

Be sure to read this letter carefully, as these changes directly affect you and the families that you serve.

DHHS WEEKLY STANDARD RATE INCREASE

For many years, standard rates have been set at the 50th percentile of the most recent Market Rate Survey (MRS). The Department is increasing rates as follows:

Licensed child care centers and licensed family homes:

- 60th percentile of the MRS for children from birth through 35 months of age; and
- 55th percentile of the MRS for children aged 36 through 155 months.

Rates are calculated for **license-exempt family child care** at 70% of the licensed family child care home rate and for **license-exempt centers** at 50% of the licensed child care center rate.

Access the NH Child Care Scholarship Program –

DHHS Forms page: <https://www.dhhs.nh.gov/dcyf/cdb/forms.htm>

- Maximum Weekly Standard Rates – Employment Related (Form 2533) - <https://www.dhhs.nh.gov/dcyf/cdb/documents/bcdhscform2533.pdf>
- Maximum Weekly Standard Rates – Preventive & Protective (Form 2534) - <https://www.dhhs.nh.gov/dcyf/cdb/documents/bcdhscform2534.pdf>

SIGNIFICANT SPECIAL NEED(S) DIFFERENTIAL INCREASE

To encourage providers to enroll, support and retain children eligible for the NH Child Care Scholarship Program who experience a significant special need(s) or diagnosed disability, the Department will pay a supplemental rate to DHHS-enrolled child care providers caring for qualified children. The special need(s) or diagnosed disability must be verified *and* require additional funding for accommodations or adaptations in order for the child care provider to care for the child.

The differential rate has increased as follows:

- From \$50.00 to \$100.00 for Full Time service level;
- From \$30.00 to \$75.00 for Half Time service level; and
- From \$15.00 to \$50.00 for Part Time service level.

Access the Verification for a Child Experiencing Significant Special Needs Form 2690 at:
<https://www.dhhs.nh.gov/dcyf/cdb/documents/form2690-special-needs-verification.pdf>.

CHILD CARE PROVIDER CLOSURES

Beginning in November 2019, DHHS will allow child care providers to bill the NH Child Care Scholarship Program for designated closures, which were selected based on provider input. This change will help reduce out-of-pocket expenses for families and ensure payment to child care providers for these closures.

The designated closures are as follows:

- Thanksgiving Day;
- Christmas Day;
- New Year's Day;
- 12 hours of staff professional development per calendar year;
- 12 hours of program closures per calendar year; and
- Federal, state, or DHHS administrator declared disaster closure day(s).

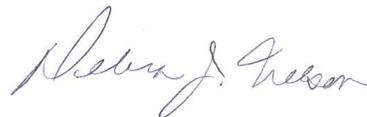
DHHS will post detailed instructions on how to bill for designated closures on the Web Billing application logon page under the "Help" link, as well as on the DHHS web page.

If you have questions, please contact the Bureau of Child Development and Head Start Collaboration Provider Relations at 1-800-852-3345 extension 4242 or 271-4242.

We believe these changes will benefit the children, families, and child care providers of New Hampshire.

Thank you for your commitment to the children and families you serve!

Sincerely,



Debra Nelson, M.S., Bureau Chief
Child Development and
Head Start Collaboration