

ATTENTION CHILD CARE PROVIDERS:

To support timely and accurate payments, please review the requirements for school-age children listed below:

- **Full-Day Attendance (4 hours or more):** If a school-age child attends care for at least one full day (4 hours or more) during the month, providers will be paid by **enrollment**.

- a. **Part-Day Attendance (less than 4 hours):** If a school age child attends care for partial days (less than 4 hours) throughout the month, providers will be paid by **attendance**. Please note that part days can convert to full days of care. Appendix C of the WV Child Care Policy and Procedure Manual (<https://bfa.wv.gov/page/ece-policies-and-regulations>) list the full conversion chart, but for example 19 billable 2-4 hour days converts to 13 full days. If a child is in care for 13 full days, providers will be paid a monthly rate, this rate will depend on the age of the child and the parents' fee.

- **Attendance Sheets:**
 - Attendance sheets are required for **all school-age children**, including **Pre-K** and **Head Start** (but not Early Head Start).
 - To make sure payments are processed without delay, **all provider types must submit attendance sheets** for school-age children.
 - If attendance sheets are missing, payment forms will be returned, and processing may be delayed.

- **Billing Procedure:**
 - Billing procedures have not changed, the policy regarding billing for school age children during time they are in school is not a new policy and has been in place for many years and is based on long-standing federal policy.