



STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR FAMILY ASSISTANCE

Alex J. Mayer, PhD, MS, PMP  
Cabinet Secretary

Janie Cole  
Commissioner

January 15, 2026

**Subject:** Notice Regarding Billable Days of Care Policy

Dear Child Care Providers,

We appreciate your feedback and participation in the statewide listening sessions held last Fall. Understanding the operational impact of policies is essential to maintaining the integrity of West Virginia's child care subsidy system. Following a comprehensive review of federal guidelines and established state practices, the decision has been made to uphold the 4 hour rule for billing days. This decision serves to maintain consistency with historical state policy and to achieve a balance between administrative feasibility and program stability. Therefore, the following West Virginia Child Care Subsidy Policy remains in effect across all categories of care:

**Child Care Subsidy Policy and Procedures Manual**

**1.1.17. Full Day:** Care for at least four (4) hours but less than eighteen (18) hours per day, (from 4 hours and 1 minute up to 17 hours and 59 minutes)

This means that **Four (4) hours of care constitutes one (1) billable day**, regardless of the age of the child, or type of setting (including Out of School Time Programs).

Federal CCDF guidance affords states the flexibility to define "units" of care to align with local care delivery models, and current practices ensure predictability for both families and providers while safeguarding program integrity. This approach reflects extensive consideration of provider feedback, fiscal implications, and alignment with equal access requirements under CCDF planning, including payment rate structures based on periodic market rate surveys utilized by West Virginia and numerous other states.

As we administer the child care subsidy program, our core responsibility remains centered on supporting children's development and ensuring families can rely on consistent, accessible care while simultaneously maintaining adherence to established policy. We approach this work with careful consideration of the realities providers face and with appreciation of your continued dedication.

Thank you for the vital work you do on behalf of West Virginia's children and families. We value your partnership and your ongoing commitment to the child care system.

Sincerely,

A handwritten signature in black ink that reads "Janie M. Cole". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Janie M. Cole  
Commissioner

