

Self-Service Portal

Child Care Assistance Program (CCAP)

CCAP providers can submit their payment requests online using the self-service portal (SSP).
The SSP is easy to use and available 24/7.

What do I need to know about the SSP?



Who can use the SSP?

All licensed and regulated child care providers, including relative, tribal, and out-of-state providers.



What are the benefits of using the SSP?

CCAP reimbursements will be more timely. You may submit your payment requests online – eliminating the need to mail them in.



When I can start?

Once your account has been approved by the state office, you can log in to the self-service portal to access your dashboard to submit payment requests and upload any documents.



How will payments be made?

Child Care Assistance Program payments will continue to be received as they are today, including payments sent to families.



What if I do not see a Child Care Assistance eligible child(ren) in my SSP?

The parent or caretaker will need to contact their eligibility worker at their [human service zone office](#) to have the child(ren) associations updated. Until this is completed the children will not reflect in your SSP.



What if I do not want to use the SSP?

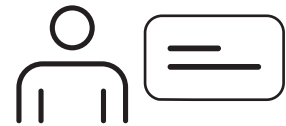
That's fine - you continue to submit your payment requests by mail.



Where do I go if I have issues using the SSP?

If you have issues using the self-service portal, visit www.nd.gov/dhs/eligibility/need-help.html.

Where do I start?



Register for an account

Follow the provider registration process by visiting <https://dhsprovider.dhs.nd.gov/>



An **online training** can walk you through this process.

Access the training at www.nd.gov/dhs/services/financialhelp/childcare.html