

**FOR  
YOUR  
INFORMATION**

**North Dakota Department of Human Services  
Economic Assistance Policy Division and  
Medical Services**

No. 20-017

**Date:** 3-26-2020

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**To:** Human Service Zones

**Subject:** SPACES

**Programs:** CCAP, SNAP, ACA-Medicaid, TANF

**Inquiries:** Direct inquiries to the Policy and System Support Unit

**Effective Date:** Immediately

To better accommodate the large number of staff who are engaged in tele-work and utilizing flexible hours to accommodate caregiving responsibilities, the hours of SPACES availability have been expanded.

SPACES is currently available in read only mode on Sundays.

Effective this Sunday, March 29, SPACES will be available in read/write mode from noon to 8pm central time. This is an ongoing change.

As a reminder, SPACES is available from 6am to 8pm central time Monday through Saturday except for the last two workdays of the month. On the last two workdays of the month SPACES is available from 6am to 6pm.

If you experience any login or outage issues with SPACES on a weekend, please contact 701-328-4470. All other issues with processing cases in SPACES will need to be sent to the Policy and System Support (PaSS) mailbox at [dhseahelpdesk@nd.gov](mailto:dhseahelpdesk@nd.gov). The PaSS unit office hours are Monday through Friday 8:30 to 4:30 central time.

If you have questions, contact the Policy and System Support Unit.