



# How to Certify Enrollment and View Payments

Child Care Assistance Provider

- The Child Care Assistance Program provides payments based on enrollment. Each month providers must “certify” enrollment.

*What does it mean to certify enrollment?*

This is stating a child plans to be enrolled in your care for a particular month.

*When can I complete this?*

Starting the 20<sup>th</sup> of each month you can certify for the following month.

For example: On October 20<sup>th</sup> you can certify that a child plans to be in your care for the month of November. Payment for that child will be made at the beginning of November.

- In the Certification for Current/Past Months section of your SSP Dashboard, click "Not Certified" for the month you are certifying for.

The screenshot displays the SSP Dashboard interface. At the top left, a brown banner reads "Pre-Certification for Nov 2022 month is available now!" with a "CERTIFY" button and a "Due Oct 25, 2022" date. Below this is a section titled "Certification for Current/Past Months" containing a table with two rows: "November 2022" and "October 2022", both with "Not Certified" buttons. A red arrow points to the "Not Certified" button for October 2022. To the right, a "Certification & Payment Activity" section shows a message: "There are no Certification and Payment Activity records available." Below that is an "Attendance Submission for Current/Past Months" section with a table showing "October 2022" with "Not Available" status and an "Upload" button. A "Download Attendance Form" button is located at the bottom right of this section.

**Pre-Certification for Nov 2022 month is available now!**  
*Payments will be processed first day of the following month. Additional Information is available here*  
[View Associations >](#)  
**CERTIFY** Due Oct 25, 2022 <sup>i</sup>

**Certification for Current/Past Months**

| Service Month | Current Certification Status                 |
|---------------|--|
| November 2022 | <input type="button" value="Not Certified"/> |
| October 2022  | <input type="button" value="Not Certified"/> |

**Certification & Payment Activity**

There are no Certification and Payment Activity records available.

**Attendance Submission for Current/Past Months**

| Service Month | Attendance Status | Action                                |
|---------------|-------------------|---------------------------------------|
| October 2022  | Not Available     | <input type="button" value="Upload"/> |

- For each child in your care, click the circle under status and enter the amount you are billing for.
- When you are finished, click "Certify."

**Service Month: October 2022**

**Total Certified Amount :**

| Status                           | Child Name   | Name of Caretaker | Amount   |
|----------------------------------|--------------|-------------------|----------|
| <input checked="" type="radio"/> | Yellow Apple | Granny Smith      | \$ _____ |
| <input type="radio"/>            | Red Apple    | Granny Smith      | \$ _____ |
| <input type="radio"/>            | Green Apple  | Granny Smith      | \$ _____ |

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- You will be returned to the Dashboard, where you will see that the month has been certified for.
  - Note:** If you did not certify each child in your care, you will see "Partially Certified" as the status. Children that have an amount entered will still be processed even though the month shows partially certified.
- To view the details of the certification, click "View Certification" in the Certification & Payment Activity Section.

**Pre-Certification for Nov 2022 month is available now!**

Payments will be processed first day of the following month. Additional Information is available here  
[View Associations >](#)

Due Oct 25, 2022 🕒

CERTIFY

### Certification & Payment Activity

| Date       | Description             | Amount | View   |
|------------|-------------------------|--------|--|
| 10/26/2022 | October Month Certified | \$1860 | → <span style="border: 1px solid red; padding: 2px;">View Certification</span> |

View Certification & Payment Activity

### Certification for Current/Past Months

| Service Month | Current Certification Status   |
|---------------|--|
| November 2022 | <span style="border: 1px solid #ccc; padding: 2px;">Not Certified</span> |
| October 2022  | → <span style="border: 1px solid red; padding: 2px;">Certified</span>    |

View Old Certifications

### Attendance Submission for Current/Past Months

| Service Month | Attendance Status | Action  |
|---------------|-------------------|---|
| October 2022  | Not Available     | <span style="border: 1px solid #ccc; padding: 2px;">Upload</span> |

Download Attendance Form

### Partially Certified

**Certification for Current/Past Months**

| Service Month | Current Certification Status  |
|---------------|---|
| November 2022 | → <span style="border: 1px solid red; padding: 2px;">Partially Certified</span> |
| October 2022  | <span style="border: 1px solid #ccc; padding: 2px;">Certified</span>            |

View Old Certifications

- To edit a previously submitted certification, click on "Certified."
- Make the changes needed, then click "Certify" to save.

**Pre-Certification for Nov 2022 month is available now!**  
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[View Associations >](#)

**CERTIFY** Due Oct 25, 2022

**Certification for Current/Past Months**

| Service Month | Current Certification Status                 |
|---------------|--|
| November 2022 | <input type="button" value="Not Certified"/> |
| October 2022  | <input type="button" value="Certified"/>     |

[View Old Certifications](#)

**Certification**

| Date       | Description           |
|------------|-----------------------|
| 10/26/2022 | October Month Certifi |

[View Certificati](#)

**Attendance Submiss**

| Service Month | Attendan |
|---------------|----------|
| October 2022  | Not Av   |

[Download](#)

**Service Month: October 2022**

**Total Certified Amount : \$1,860**

| Status                              | Child Name   | Name of Caretaker | Amount |
|-------------------------------------|--------------|-------------------|--------|
| <input checked="" type="checkbox"/> | Yellow Apple | Granny Smith      | \$ 620 |
| <input checked="" type="checkbox"/> | Green Apple  | Granny Smith      | \$ 620 |
| <input checked="" type="checkbox"/> | Red Apple    | Granny Smith      | \$ 620 |

Items per page: 5 1 - 3 of 3

[BACK](#) [SAVE DRAFT](#) [CERTIFY](#)

- To edit a certification that has been paid make the changes needed and enter a reason for the update, then click "Update."
- Click "Certify" to save.

**Make an Update**

UPDATED AMOUNT

420

REASON FOR UPDATE

Enter the reason for update here.

BACK UPDATE

**Service Month: October 2022**

Total Certified Amount : \$1,860

| Status | Child Name   | Name of Caretaker | Amount |
|--------|--------------|-------------------|--------|
| ✓      | Yellow Apple | Granny Smith      | \$ 420 |
| ✓      | Green Apple  | Granny Smith      | \$ 620 |
| ✓      | Red Apple    | Granny Smith      | \$ 620 |

Items per page: 5 1 - 3 of 3 |< < > >|

BACK SAVE DRAFT CERTIFY

- To view payment history click "View Certification and Payment Activity."

The screenshot shows the North Dakota Health & Human Services website dashboard. The top navigation bar includes links for Dashboard, My Associations, View Statements & Documents, My Registration Fee, and FAQ. The user's account information is visible in the top right corner.

**Pre-Certification for Nov 2022 month is available now!**  
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[View Associations >](#)  
**CERTIFY** Due Oct 25, 2022

**Certification & Payment Activity**

| Date       | Description                  | Amount | View                               |
|------------|------------------------------|--------|------------------------------------|
| 10/26/2022 | October Month Certified      | \$1860 | <a href="#">View Certification</a> |
| 10/06/2022 | Payment received for October | \$2561 | <a href="#">View Payment</a>       |

[View Certification & Payment Activity](#)

**Certification for Current/Past Months**

| Service Month | Current Certification Status  |
|---------------|-------------------------------|
| November 2022 | <a href="#">Not Certified</a> |
| October 2022  | <a href="#">Certified</a>     |

[View Old Certifications](#)

**Attendance Submission for Current/Past Months**

| Service Month | Attendance Status | Action                                      |
|---------------|-------------------|---|
| October 2022  | Submitted         | <a href="#">View</a> <a href="#">Upload</a> |

[Download Attendance Form](#)

- Click "View Payment" for the service month you are looking for.
- A dropdown will appear with payment details.

The screenshot displays the North Dakota Health & Human Services portal. The top navigation bar includes links for Dashboard, My Associations, View Statements & Documents, My Registration Fee, and FAQ. The user's account information, 'My Account', is visible in the top right corner. The main content area is titled 'Certification & Payment Activity' and features a dropdown menu for selecting a service month. Below this is a table with the following data:

| Date       | Description                  | Amount | View               |
|------------|------------------------------|--------|--------------------|
| 10/26/2022 | October Month Certified      | \$1860 | View Certification |
| 10/06/2022 | Payment received for October | \$2561 | View Payment       |

Below the table, a summary box for the 'Service Month: October 2022' provides the following details:

|                               |                                       |
|-------------------------------|---------------------------------------|
| Amount Certified = \$1860     | Total Amount Received = \$2561        |
| Total Copay Applied = \$0     | Total Amount Paid by Program = \$2561 |
| Total Client Recoupment = \$0 | Total Provider Recoupment = \$0       |

A 'BACK' button is located at the bottom of the page.