

## North Dakota Housing Stabilization Program

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# NORTH DAKOTA DEPARTMENT OF HEALTH & HUMAN SERVICES

*ND Housing Stabilization Program*

*Housing Provider Front End User Guide*

September 8, 2023

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# VALIDATE A LETTER OF COMMITMENT (LOC)

# LETTER OF COMMITMENT OVERVIEW

**A Letter of Commitment is issued by the STATE when a renter has been deemed eligible for housing stability assistance. Below are Letter of Commitment Guidelines**

1. Lease arrangements that do not follow the rent limit listed above may not be approved for payment
2. Letter of Commitments are valid 90 days from the date of issuance
3. A payment request must be submitted to the State prior to the 90-day expiration date
4. ND Housing Stability assistance is available to Renter for a period of up to 3 months based ongoing household eligibility and available funding

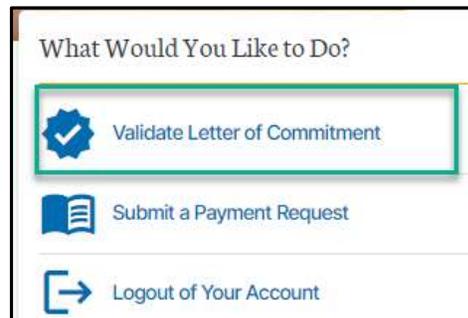
# VALIDATE LETTER OF COMMITMENT

## Step 1: Enter the Application Portal

### ND Housing Stabilization Program Portal URL:

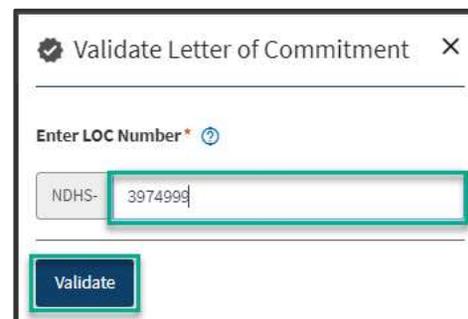
[https://ndhousingstability.servicenowservices.com/nd\\_housing\\_stability](https://ndhousingstability.servicenowservices.com/nd_housing_stability)

- After logging in, you will be redirected to the home page.
- Click the **Validate Letter of Commitment** button under the **What Would You Like to Do** section.



## Step 2: Validate Letter of Commitment

- In the new window that opens, enter the last 7-digits of the **Letter of Commitment Reference Number (NDHS-XXXXXXX)**
- Click the **Validate** button



# VALIDATE LETTER OF COMMITMENT

## Step 3:

- After validating, if the Letter of Commitment is valid you should receive a message confirming:
  - The Letter of Commitment is valid
  - The maximum approved Rent amount
  - The County of Eligibility
- You can submit a Payment Request by clicking the **Submit Payment Request** button
- If you have multiple LOCs you wish to validate, enter the reference numbers for those LOCs and click the **Validate** button

**NOTE:** If the LOC Reference Number is invalid, you will receive a message informing you that it is invalid.

# ND HOUSING STABILITY SUPPORT INFORMATION

# RESOURCES

## ND Housing Stability Direct Support

*For questions on system navigation or setting user preferences, contact the Supplier Registration Assistance Contact Center :*

- *8:00am CT and 5:00 pm CT Monday through Friday at 701.328.1907*
- *Send an email to [dhserb@nd.gov](mailto:dhserb@nd.gov)*