

HHS Child Care Provider Systems

Child Care Licensing System (CCL)

The Child Care Licensing (CCL) system is an online tool that allows child care providers to submit their licensing and self-declaration applications and renewals online.

Provider Self-Service Portal (SSP)

The Self-Service Portal (SSP) is an online tool that allows child care providers to submit their monthly Child Care Assistance Program payment requests online.

In addition to application and renewal processes, all other business-related documents must now be submitted online.



About the system

Child Care Assistance Program (CCAP) payments are requested through the Self-Service Portal (SSP). This must be completed each month the child is in your care.

✓ Update staff & documents:

- Pediatric CPR/AED & pediatric First Aid cards
- CBCU memos
- Growing Futures training records

✓ Upload provider documents

- proof of insurance
- fire inspection
- SFN 517 Child Care Evacuation Disaster Plan
- pet immunization records
- food establishment license

✓ Respond to

- Correction Orders
- ✓ Report an incident
- ✓ Apply for a ratio waiver
- ✓ And more!



In the system you can:

✓ Request payment

- ✓ Upload Form W-9 and other forms
- ✓ View payment notices
- ✓ View 1099 NEC Miscellaneous Tax Form

For FAQs and training videos visit:

hhs.nd.gov/cfs/early-childhood-services/providers/child-care-licensing-system



Resources

For FAQs and provider resources visit:

hhs.nd.gov/human-services/providers/ccap

Contact your **Licensing Specialist** with any questions about the Child Care Licensing system.



Need assistance?

Contact the **Child Care Assistance Program**:

Phone: (701) 328-2332; 711 TTY

Toll-Free: (800) 755-2716 (ND Only)

Email: ccap@nd.gov