

**HARDWORKING
BENEFITS** **FOR** **HARDWORKING
PARENTS**



Employers How to Guide: Working Parents Child Care Relief

Table of Contents

Part 1: Opt-in.....	2
Sign in or create an account.	2
To create a Username and password.	2
Part 2: Create a WPCCR Employer account.....	4
Part 3: Submit an Opt-in Agreement	7
Part 4. Upload Monthly Verification of paid child care benefit.	10

Part 1: Opt-in

Click the 'Opt-in today' button on the Employers webpage here:

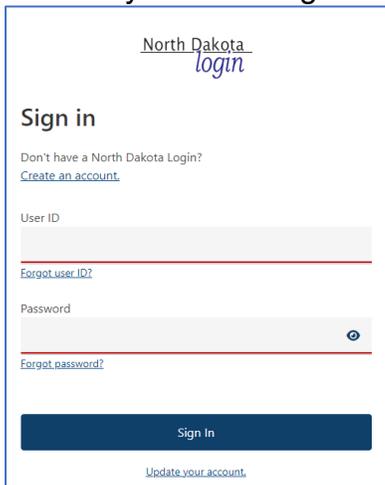
<https://www.hhs.nd.gov/wpccr/employers>

Create a North Dakota Login or Access an existing login

- For questions about your North Dakota Login see Frequently Asked Questions here: <https://apps.nd.gov/itd/ldap/faq.htm>
- For assistance with your North Dakota Login contact the service desk here: <https://apps.nd.gov/itd/ldap/problemreport.htm>

Sign in or create an account.

1. Sign in with your User ID and password.
 - a. If you have forgotten your password, you will need your User ID.
 - b. If you have forgotten your user ID you will need your email or cell number.



The screenshot shows the 'North Dakota login' sign-in page. It features a 'Sign in' heading, a link for 'Don't have a North Dakota Login? Create an account.', and two input fields: 'User ID' and 'Password'. Below the 'User ID' field is a 'Forgot user ID?' link, and below the 'Password' field is a 'Forgot password?' link and a toggle icon. A blue 'Sign In' button is at the bottom, with an 'Update your account.' link below it.

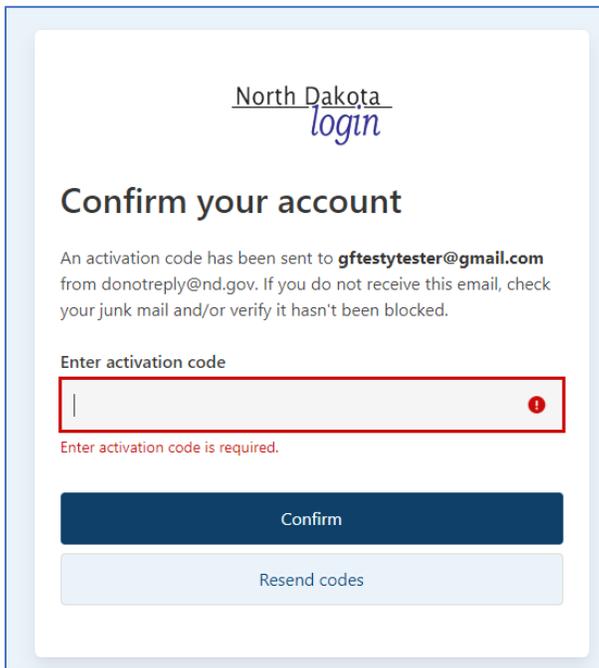
2. If able to sign in, skip to “Part 2: Create a WPCCR Working Parent account” of this guide.

To create a Username and password.

1. Click 'Create an account'.



2. Complete the information requested.
3. Enter the activation code that was sent via email or text message and Click 'Confirm'.



4. Then click 'Return to online service'.
5. Sign in and continue to "Part 2: Create a WPCCR Employer account" of this guide.

Part 2: Create a WPCCR Employer account

1. Once signed in, create your Employer account. Choose Employer from the drop-down menu.

HHS Early Childhood Home | Joseph Doe -

Working Parents Child Care Relief (WPCCR)

WPCCR

Working Parents must have WPCCR Employer Code to proceed

Tell us who you are. *

Employer
Working Parent

Next

2. Complete the Employer Details. Click 'Submit'.

Details Address

WPCCR Employer Code
_***

Business Name *

Employer Type *

Street 1 *

Street 2

City *

State *

ZIP *

Contact Person

Name *

E-mail *

Phone # *
(###) ###-####

Submit Cancel

3. Scroll down to the bottom of the Employer Details page to add all ND Locations.

Working Parents Child Care Relief (WPCCR)
Employer Dashboard

Employer Details | Opt-in Agreement

General Information

WPCCR Employer Code **_*****	Street 1 Test Street Address	Edit Employer
Business Name Test Employer Account	Street 2 —	

4. Click 'Add Location'.

Locations in ND (required to opt in)
Once all ND locations are added, open the Opt-in Agreement tab at the top of the page to continue.

[Add Location](#)

Location ID	Street 1	City ↑	ZIP Code
There are no records to display.			

5. Enter your location details and click 'Submit'.

Add ND Location ×

Street 1 *

Street 2

City *

State *
ND ▼

ZIP Code *

[Submit](#)

6. If a location needs to be edited, use the drop-down caret to the right of the location.

Locations in ND (required to opt in)
Once all ND locations are added, open the Opt-in Agreement tab at the top of the page to continue.

[Add Location](#)

Location ID	Street 1	City ↑	ZIP Code	
LOC-0001027	Main St	Fargo	55555	

-  View details
-  Edit
-  Delete

7. Once all ND locations are added, open the 'Opt-in Agreement' tab at the top of the page to complete opt in process.

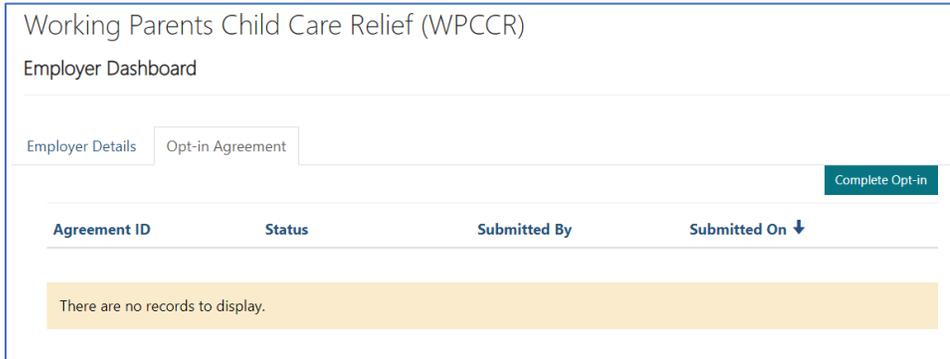
Working Parents Child Care Relief (WPCCR)
Employer Dashboard

[Employer Details](#) [Opt-in Agreement](#)

8. Continue to 'Part 3: Submit an Opt-in Agreement' below.

Part 3: Submit an Opt-in Agreement

1. Click the 'Opt-in-Agreement' Tab. Then click 'Complete Opt-in'.



Working Parents Child Care Relief (WPCCR)

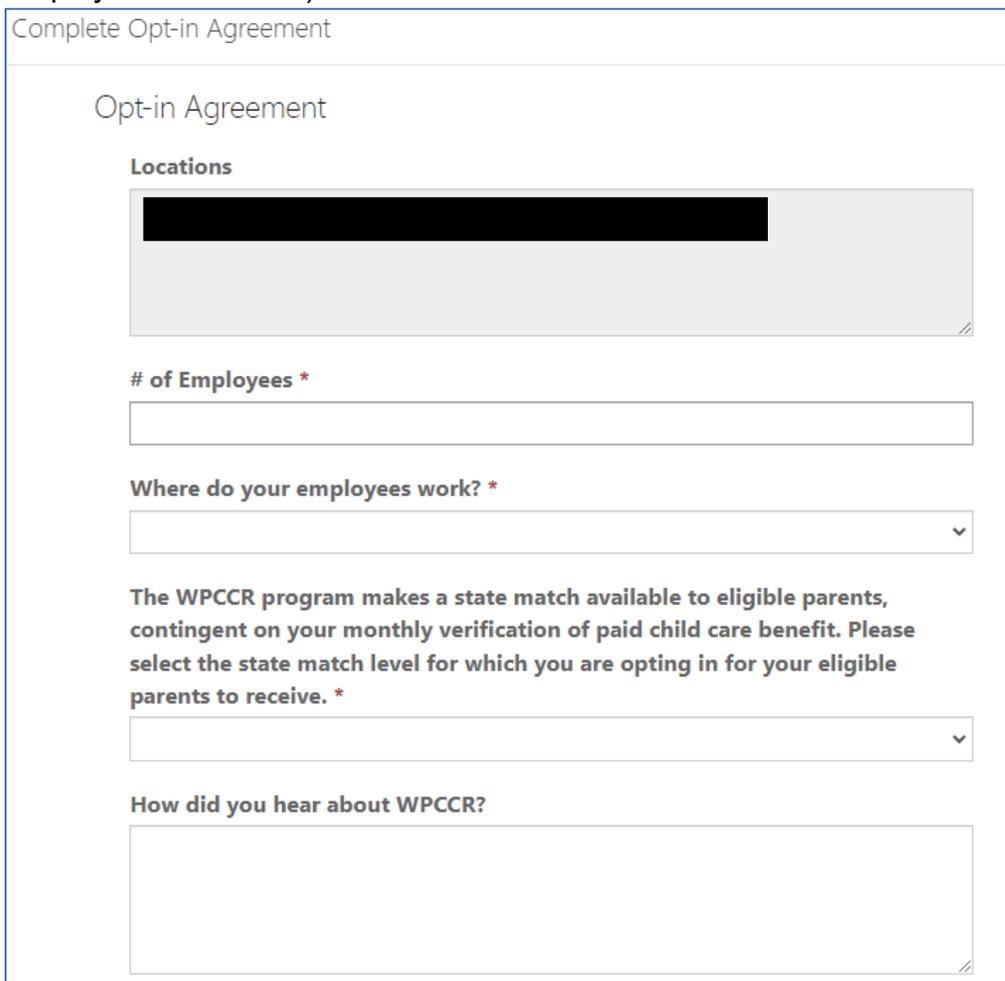
Employer Dashboard

Employer Details | **Opt-in Agreement**

[Complete Opt-in](#)

Agreement ID	Status	Submitted By	Submitted On ↓
There are no records to display.			

2. Complete the Opt-in Agreement. (Locations are auto populated. If a change is needed to a location, cancel the agreement, and make the changes on your Employer Details tab.)



Complete Opt-in Agreement

Opt-in Agreement

Locations

[Redacted location field]

of Employees *

[Empty input field]

Where do your employees work? *

[Dropdown menu]

The WPCCR program makes a state match available to eligible parents, contingent on your monthly verification of paid child care benefit. Please select the state match level for which you are opting in for your eligible parents to receive. *

[Dropdown menu]

How did you hear about WPCCR?

[Empty text area]

3. Complete the Attestation.

Attestation

We would like to opt in to participate in the ND Working Parents Child Care Relief program for the length of the program. *

By opting into the Working Parents Child Care Relief program, we agree to offer a paid child care benefit that is equal to or greater than the opt in level selected. *

We will upload the monthly verification of paid child care benefit in order for our employees to receive the state match that we selected above. *

If a participating employee is no longer working for us, we agree to inform the Working Parents Child Care Relief program. *

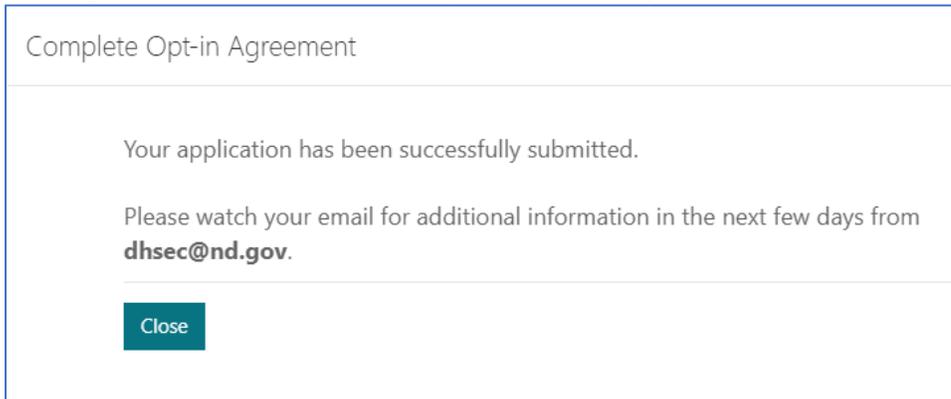
4. Digitally sign the Opt-in Agreement. Then click 'Submit'.

Signature

Full name of person submitting the application *

Role (Ex. President, CEO, HR Specialist...) *

5. The agreement was successfully submitted if you receive the following message:



6. The status of the application can be viewed at any time in your Employer account under the Opt-in Agreement tab.



7. Please watch for follow up emails from NDwpccr.info@nd.gov
8. Once the Opt-in Agreement has been approved, an email will be sent that will include your 'WPCCR Employer Code' along with useful information to provide to your employees. Working Parents will not be able to submit the application for the state match without this code. See parent eligibility guidelines here: <https://www.hhs.nd.gov/wpccr/parents>
9. Reminder to return to your WPCCR Employer account to upload the Monthly Verification of paid child care benefit. (Instructions below)

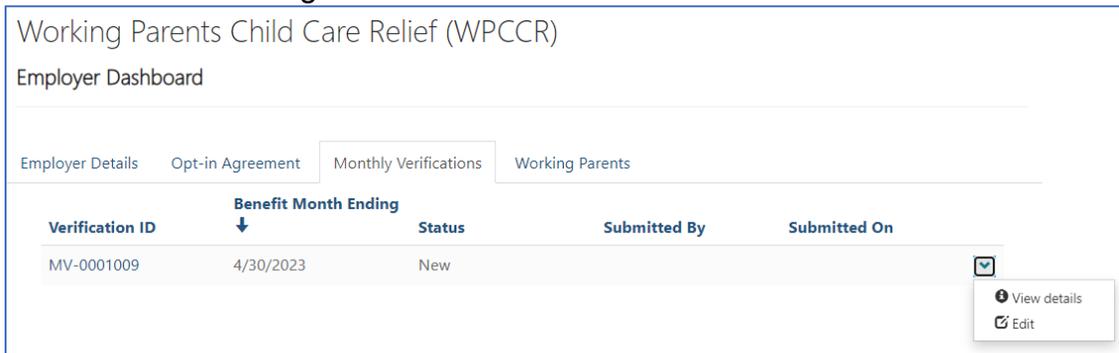
Part 4. Upload Monthly Verification of paid child care benefit.

1. Log into your WPCCR Employer dashboard.
<https://www.hhs.nd.gov/wpccr/employers>

2. Click on the 'Monthly Verifications' tab.



3. The monthly verification has been created for the previous month ending on the first day of the following month.
 - a. Verification must be uploaded by the 7th of the month (following the month it was paid to your employees) for the working parent to receive the match from HHS.
 - b. For example, if you have paid a benefit for the month of March, you must upload verification by April 7 for your employees to receive the state match for the month of March.
4. Click the box to the right and select 'Edit'.



- Here you will see your eligible employees/working parents for the previous month. Click the 'downward caret' to the right of each employee.

Edit Monthly Benefit Verification

Monthly Benefit Verification

Verification ID
MV-0001011

Benefit Month Ending *
6/30/2023

Employees

Working Parent ID ↑	First Name (Working Parent ID)	Last Name (Working Parent ID)	# of Eligible Children	Max Benefit	Total Benefit Paid
WP-0001015	Sammy	Sosa	1	\$150.00	▼
WP-0001016	Disney	Princess	2	\$300.00	▼

Click 'Add Document' to upload Proof of Benefit Payment.

Add Document

Submit

Note: Shown above, the benefit month ending is 6/30/2023, so you will enter the amount you paid to your employee in May 2023.

- Enter the employer provided benefit that was paid to each employee.
 - Reminder: Employer is required to pay the match level that was selected in the employer opt-in agreement.

Edit Monthly Benefit Verification

Working Parent ID
WP-0001002

First Name
EC

Last Name
Team

of Eligible Children
1

Total Benefit Paid *

Submit

- Repeat the above steps for all employees.

8. Scroll to the bottom and click 'Add document'. Upload your HR/payroll verification showing the employer provided benefit that was paid to your employee(s). More than one document can be uploaded if needed.

Click 'Add Document' to upload Proof of Benefit Payment.

Add Document

Submit

9. Click 'Submit'.
10. The verification is now submitted. It can be edited until the status changes to "In Review".

Employer Details	Opt-in Agreement	Monthly Verifications	Working Parents	
Verification ID	Benefit Month Ending	Status	Submitted By	Submitted On
MV-0001009	4/30/2023	Submitted		4/21/2023 5:12 PM

11. Upon verification of employer-led child care benefit, HHS will send the WPCCR state match directly to the qualifying working parent.
12. Employer verification must be uploaded by the 7th of each month for the working parent to receive the match from HHS by repeating the steps in Part 4 of this document.

If you have any questions, please contact our office by email at NDwpccr.info@nd.gov or call 701-298-4972 press2; 711 (TTY).