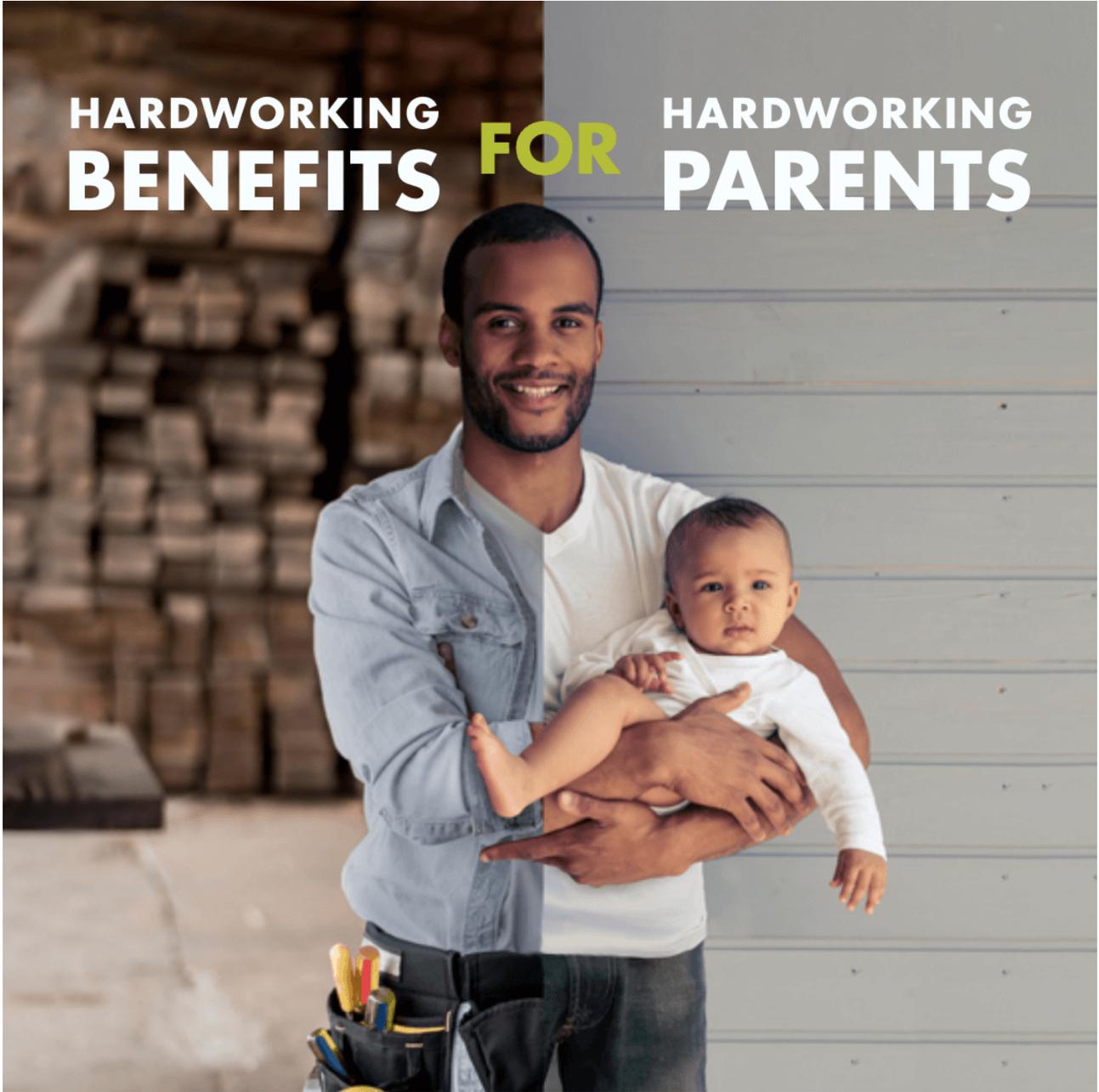


HARDWORKING BENEFITS **FOR** HARDWORKING PARENTS



Working Parents How to Guide: Working Parents Child Care Relief

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Part 1: Apply Now

Click the 'Apply Now' button on the Working Parents webpage here:

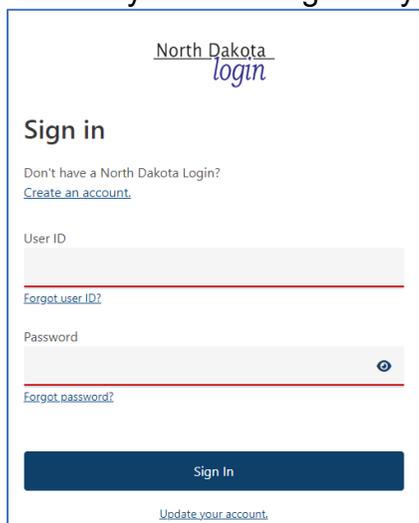
<https://www.hhs.nd.gov/wpcpr/parents>

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.

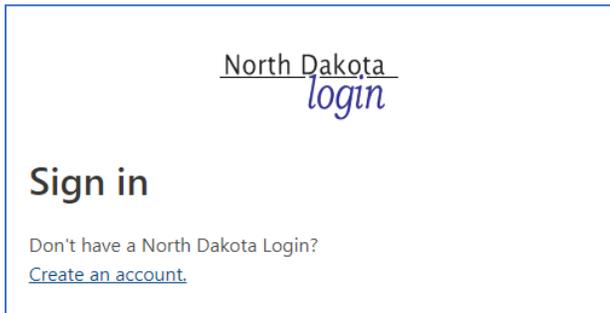


The screenshot shows the North Dakota Login sign-in interface. At the top, it says "North Dakota login" with "login" in a script font. Below that is the heading "Sign in". There is a link "Don't have a North Dakota Login? [Create an account.](#)". The form has two input fields: "User ID" and "Password". Below the "User ID" field is a link "Forgot user ID?". Below the "Password" field is a link "Forgot password?" and a toggle icon for password visibility. At the bottom of the form is a dark blue "Sign In" button. Below the button is a link "Update your account."

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

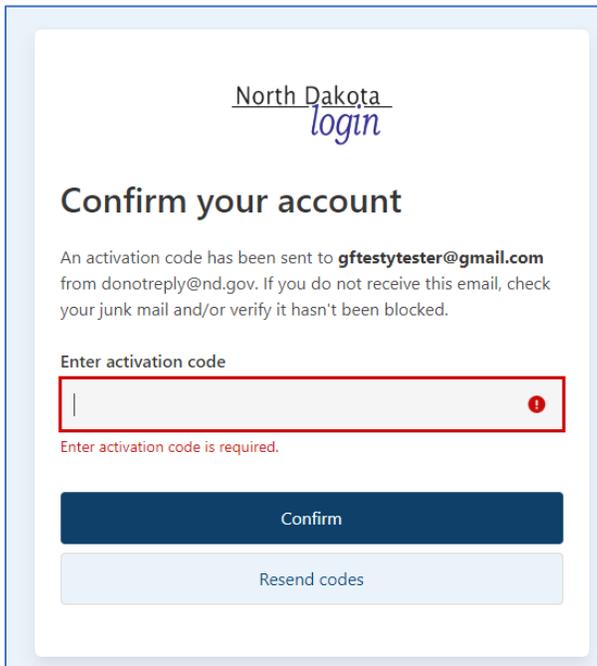
To create a Username and password.

1. Click 'Create an account'.



The screenshot shows the North Dakota Login 'Sign in' page. At the top, it says 'North Dakota login' with 'login' in a blue script font. Below that is the heading 'Sign in'. Underneath, it asks 'Don't have a North Dakota Login?' and provides a blue link for 'Create an account'.

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

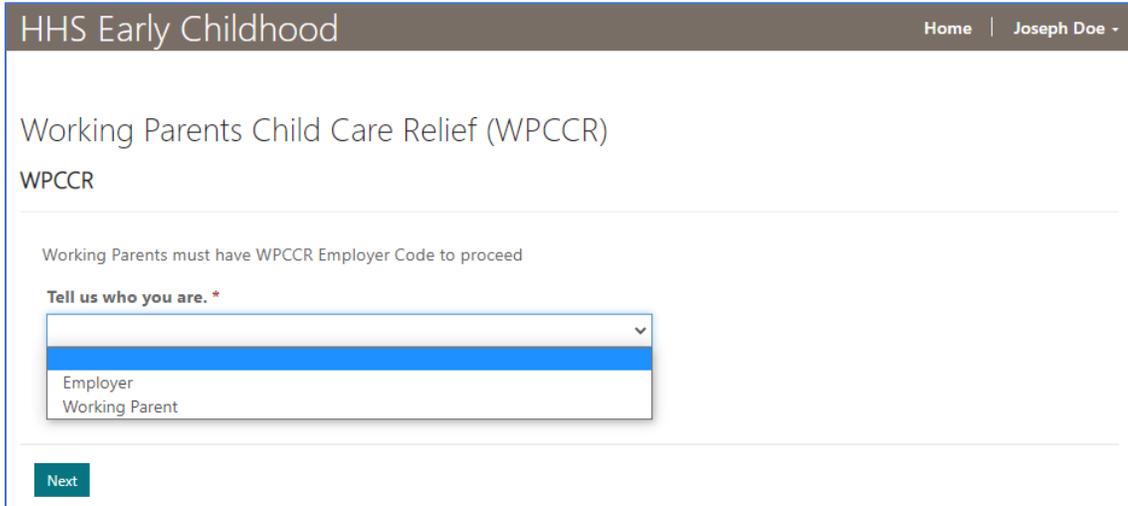


The screenshot shows the North Dakota Login 'Confirm your account' page. At the top, it says 'North Dakota login' with 'login' in a blue script font. Below that is the heading 'Confirm your account'. Underneath, it states: 'An activation code has been sent to **gftestytester@gmail.com** from donotreply@nd.gov. If you do not receive this email, check your junk mail and/or verify it hasn't been blocked.' There is a text input field labeled 'Enter activation code' with a red border and a red exclamation mark icon. Below the field is a red error message: 'Enter activation code is required.' At the bottom, there are two buttons: a dark blue 'Confirm' button and a light blue 'Resend codes' button.

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 Working Parent account

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



HHS Early Childhood Home | Joseph Doe -

Working Parents Child Care Relief (WPCCR)

WPCCR

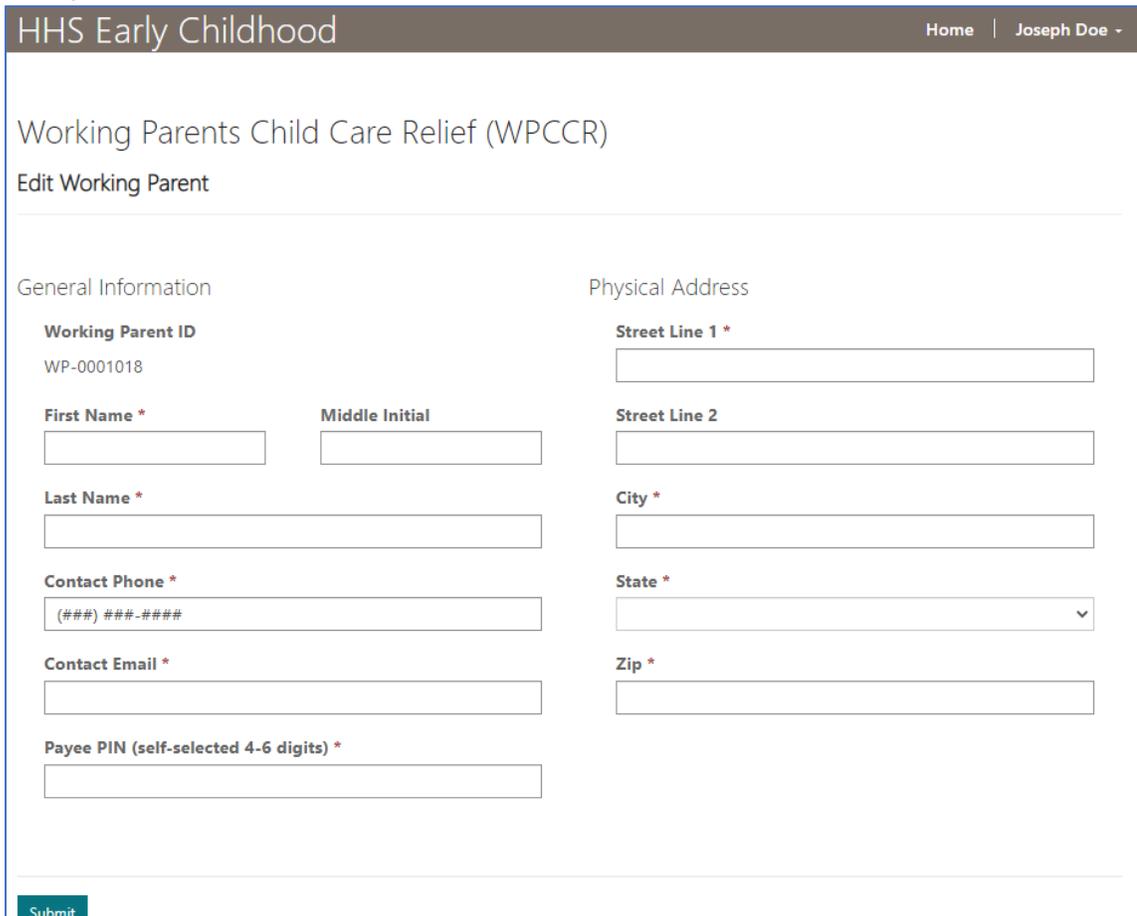
Working Parents must have WPCCR Employer Code to proceed

Tell us who you are. *

Employer
Working Parent

Next

2. Complete the General information. Click 'Submit'.



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Working Parents Child Care Relief (WPCCR)

Edit Working Parent

General Information

Working Parent ID
WP-0001018

First Name * Middle Initial

Last Name *

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

Contact Email *

Payee PIN (self-selected 4-6 digits) *

Physical Address

Street Line 1 *

Street Line 2

City *

State *

Zip *

Submit

- Starting with the Working Parent receiving the benefit. Click 'Add Household Members'.

ALL Household Members **(required)**
Please add the applying working parent and ALL additional household members. Once all members are added, open the Applications tab at the top of the page to continue.

[Add Household Member](#)

Household Member ID ↑	First Name	Last Name	Birthdate	Eligible Child	Child Care License #
There are no records to display.					

- Complete the Household Member information. Click 'Submit'.

Add Household Member ×

Household Member

First Name * <input type="text"/>	Does the household member have gross income? * <input type="text"/>
Middle Initial <input type="text"/>	Does the household member attend a licensed child care in ND? * <input type="text"/>
Last Name * <input type="text"/>	
Birthdate * <input type="text" value="M/D/YYYY"/> 	

[Submit](#)

- Repeat above steps until all Household Members are entered.

Part 3: Submit a Working Parent application

1. Click the 'Applications' tab at the top of the Working Parent Dashboard.



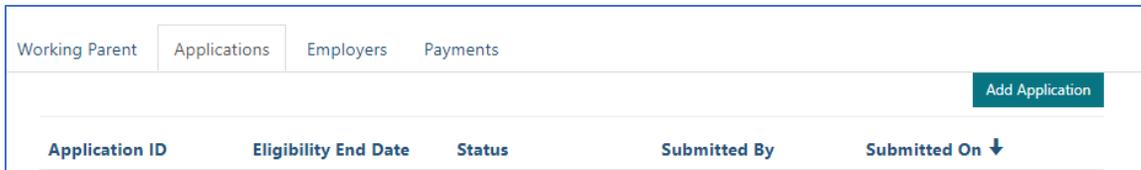
HHS Early Childhood Home | Joseph Doe

Working Parents Child Care Relief (WPCCR)

Working Parent Dashboard

Working Parent Applications Employers Payments

2. Click 'Add Application'.

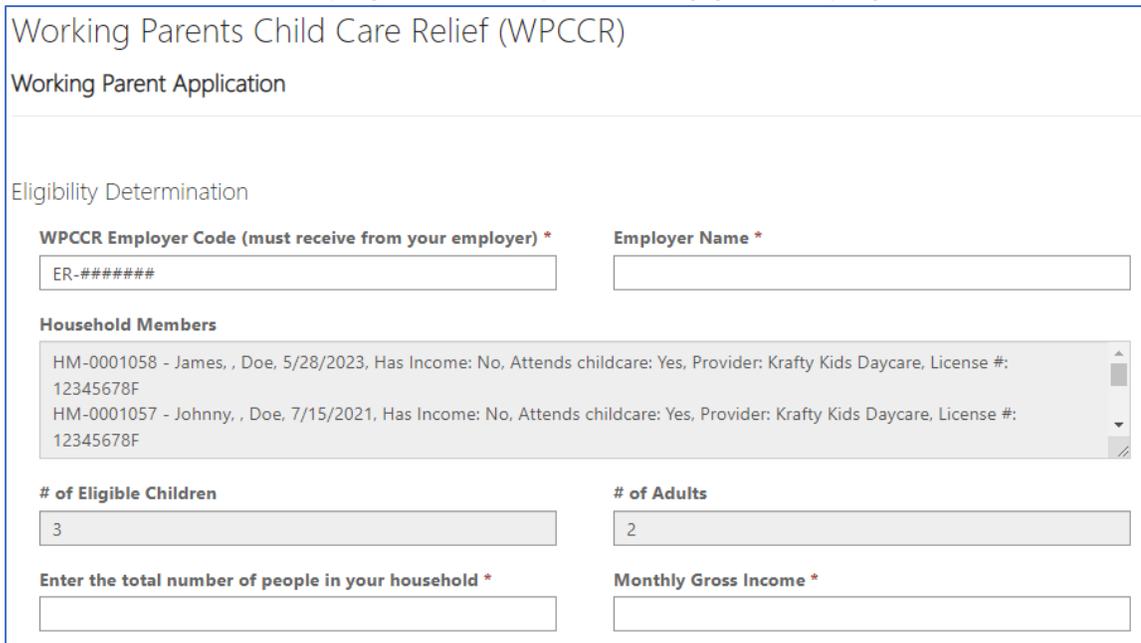


Working Parent Applications Employers Payments

Add Application

Application ID	Eligibility End Date	Status	Submitted By	Submitted On
----------------	----------------------	--------	--------------	--------------

3. Complete the requested information.
Note: The WPCCR Employer Code is provided by your employer.



Working Parents Child Care Relief (WPCCR)

Working Parent Application

Eligibility Determination

WPCCR Employer Code (must receive from your employer) * **Employer Name ***

ER-#####

Household Members

HM-0001058 - James, , Doe, 5/28/2023, Has Income: No, Attends childcare: Yes, Provider: Krafty Kids Daycare, License #: 12345678F

HM-0001057 - Johnny, , Doe, 7/15/2021, Has Income: No, Attends childcare: Yes, Provider: Krafty Kids Daycare, License #: 12345678F

of Eligible Children **# of Adults**

3 2

Enter the total number of people in your household * **Monthly Gross Income ***

4. Once you have completed all the information, click 'Next'.

North Dakota Child Care Assistance Program (CCAP)

Have you recently applied or are you currently participating in CCAP? (HHS reserves the right to verify CCAP participation) *

Have you qualified/been approved for any of the following economic assistance programs in the previous 6 months?

SNAP *	Head Start/Early Head Start *
<input type="text"/>	<input type="text"/>
TANF *	WIC *
<input type="text"/>	<input type="text"/>
Supplemental Security Income (do not include SSDI & SSA Retirement Benefits) *	LIHEAP (Energy Assistance) *
<input type="text"/>	<input type="text"/>

5. You will then upload the required documents. Click 'Add Document'.

Working Parents Child Care Relief (WPCCR)

Working Parent Application

Required to provide:

1. A copy of a Government Issued ID for primary applicant
2. Proof of most current gross income for all household members 18 and older including:
 - o Pay (Pay Stubs or Employer Statement)
 - o Self-employment Income (most recent copy of Federal Income Tax Form)
 - o Bonuses and Commissions
 - o Social Security, SSI benefits, Veteran's benefits, Worker's compensation benefits, Interest, Dividends
 - o Pension/Retirement Benefits
 - o Lease and Rental Income
 - o Unemployment compensation (Statement of eligibility from Job Service)
 - o Child Support/alimony (payments received)
 - o Regular contributions from friends/relatives (signed statement from the individual)

Attachments

Click 'Add Document' to upload required documents.

6. Select Type and attach the corresponding file. Click 'Upload'.

Upload Document

* Type

* Attach a file

Government Issued ID (Required)

Gross Income for Previous 4 Weeks (Required)

Upload Cancel

7. Repeat until you have income uploaded for all household members over 18.
Note: If anyone has Self-Employment income, a full tax return is required.
8. Then click 'Next'.

Attachments

Document Type: Government Issued ID (Required)

Government Issued ID .docx (11.69 KB)

Document Type: Gross Income for Previous 4 Weeks (Required)

Household Income .docx (11.69 KB)

Add Document

Previous Next

9. Complete the Attestation.

Working Parent Application

Attestation

I confirm that I work in the State of North Dakota and that my child is attending a ND licensed child care and will be for the duration of my participation in this program. I am aware that HHS may contact my child care provider to verify enrollment or attendance. *

I agree to report to HHS Early Childhood any changes that occur after the application date of submission including change in ND licensed child care provider, household members, employment status, or income. *

I agree to reapply annually. North Dakota WPCCR match benefit will be terminated if I fail to reapply. *

I declare that the information I have provided on this application is true and accurate. I understand the information is subject to verification. If any of the information is false, HHS matching benefit may be denied, and I will be subject to repayment and/or criminal prosecution for knowingly providing false information. *

I understand the HHS WPCCR matching benefit will only be paid upon monthly verification of employer-led child care benefit. *

10. Sign and Click 'Submit'.

Signature

I understand that by typing my name below that I am electronically signing my application. I agree that my electronic signature is the legal equivalent of my handwritten signature.

Full Name *	Submitted By (Portal User)
<input type="text"/>	Earl Sinclair
	Submitted On
	6/26/2023

11. Click 'Return to 'Dashboard'.

Working Parents Child Care Relief (WPCCR)

WP Application Success

Your application has been successfully submitted.

It will be reviewed in the order it was received and may take up to 30 days to process.

Please watch for email(s) from **NDwpccr.info@nd.gov** for further communication(s) on your application regarding the Working Parent Child Care Relief program.

If you have any questions or concerns, please contact the Early Childhood office at **NDwpccr.info@nd.gov** or 701-328-2115.

12. Under the 'Applications' tab, you will see your submitted application. You can view the status your application.

Working Parents Child Care Relief (WPCCR)

Working Parent Dashboard

Working Parent Applications Employers Payments

Add Application

Application ID	Eligibility End Date	Status	Submitted By	Submitted On ↓
AP-0001054		Submitted	Earl Sinclair	6/26/2023

13. Once your application has been approved, you will receive an email to set up an OMB Payee Portal account allowing the State of North Dakota to pay your WPCCR match payment. Full instructions are provided in the email.

14. State match payment history can be viewed under the 'Payments' tab in your Working Parent account.

Working Parents Child Care Relief (WPCCR)

Working Parent Dashboard

Working Parent Applications Employers Payments

Payment ID	Employer Code	Benefit Month Ending ↓	Amount	Payment Date ↓	Payment Method	Status
There are no records to display.						

Part 4: Report Changes

Report to HHS Early Childhood any changes that occur during your approved State match eligibility period, including:

- Change in ND Licensed child care
- Household members
- Employment status
- Income

Contact our office by email at NDwpccr.info@nd.gov or call 701-298-4972 press2; 711 (TTY).

Part 5: Reapply annually

Near the end of your annual state match eligibility period, you will receive an email notice to submit a new application to determine continued eligibility. North Dakota state match will be terminated if an application is not received.