Employers How to Guide:
Working Parents Child Care Relief

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Last updated: 2/18/2025

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WPCCR website for Employers
https://www.hhs.nd.gov/wpccr/employers

Things to consider
Employers can make company policies above and beyond the WPCCR match requirements. Here are somethings to consider when creating your policies and implementing the employer-led child care benefit.

- What benefit level will suit your financial budget?
- How will you pay the child care benefit to your employees?
  - The child care benefit and match are taxable income to the employee.
  - Pay through payroll or flat payment with a tax from 1099 at end of year.
- Will you require any documentation in return for the benefit?
- Will you implement for all your employees/working parents or only those who are approved for the match?

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First Time Employer Process:
Create a North Dakota Login

1. Click the 'Opt-in today' button on the Employers webpage here:
    https://www.hhs.nd.gov/wpccr/employers

2. Click 'Create an account'.

3. Complete the information requested.

4. Enter the activation code that was sent via email or text message and Click 'Confirm'.

5. Then click 'Return to online service'.

6. Sign in.

7. Continue to the next section, "Create a WPCCR Employer account".

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

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Create a WPCCR Employer account

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

2. Complete the Employer Details. Click 'Submit'.
Note: You can update the Contact person at any time. This is the email address all correspondence will be sent to.

   *If you need multiple people to have access to your account, see the section titled: "Add multiple users to your Employer Dashboard".

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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
_*****

Business Name
Test Employer Account

Street 1
Test Street Address

Street 2
—

Edit Employer

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'.
    Repeat for as many ND locations as you need to enter.

Add ND Location   ×

Street 1 *

Street 2

City *

State *

ND

ZIP Code *

Submit

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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	⌄

ℹ 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 the next section.

Submit an Opt-in Agreement

Once you have created your Employer policies and are ready to soon start implementing your employer-led child care benefit, now is the time to submit your 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.

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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

LOC-0001028 - 875 happy days lane, grand forks, ND 58104

# of Employees *

Where do your employees work? *

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. *

How did you hear about WPCCR?

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. *

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

Signature

Full name of person submitting the application *

[   ]

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

[   ]

Submit

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

Complete Opt-in Agreement

Your application has been successfully submitted.

Please watch your email for additional information in the next few days from **dhsec@nd.gov**.

Close

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

Working Parents Child Care Relief (WPCCR)
Employer Dashboard

Employer Details | Opt-in Agreement

Complete Opt-in

Agreement ID	Status	Submitted By	Submitted On ↓	
AP-0001033	Submitted	EC Team	6/27/2023 2:27 PM	▾

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 includes your 'WPCCR Employer Code' along with useful information to provide to your employees.
Note: Working Parents will <u>not</u> be able to submit their 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)
A reminder email will be sent to the Employer contact email on the first of the month.

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Participating Employers
Upload Monthly Verification of paid child care benefit.

1. Click the website for employers. https://www.hhs.nd.gov/wpccr/employers

2. Scroll down to click "Log in".

New North Dakota Employers	Participating Employers
Create an account to participate	View your account information
Opt-in Today	Log in

3. Click on the 'Monthly Verifications' tab.

> Working Parents Child Care Relief (WPCCR)
>
> Employer Dashboard
>
> Employer Details   Opt-in Agreement   Monthly Verifications   Working Parents

4. 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.

5. Click the box to the right and select 'Edit'.

Submitted By	Submitted On	
		⌄
		ℹ️ View details
		☑ Edit

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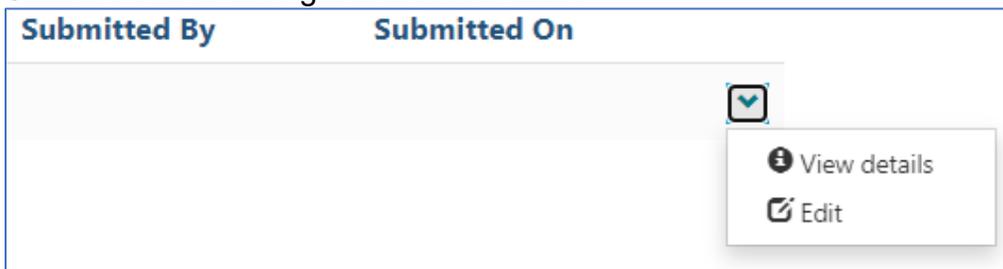
6. Here you will see your eligible employees/working parents for the previous month.
   Click the 'downward caret' to the right of each employee.

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

Edit Monthly Benefit Verification

Monthly Benefit Verification

Verification ID	Benefit Month Ending *
MV-0001011	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

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

Edit Monthly Benefit Verification

Mon...

Ver...

MV-...

Emp...

Wo...
Par...
↑

WP...
00(

WP...
00(

WP...
00(

WP...
00(

Edit   ×

Working Parent ID

WP-0001002

First Name

EC

Last Name

Team

# of Eligible Children

1

Total Benefit Paid *

[   ]

Submit

8. Repeat the above steps for all employees.

9. Scroll to the bottom and click 'Add document'.

10. 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
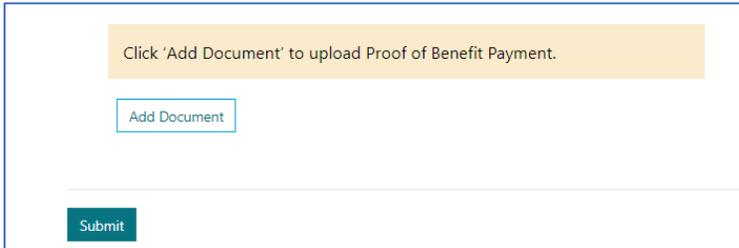
Submit

Examples of proofs: paystub for each employee paid the benefit or export from your payroll system showing paid child care benefit to all employees.

11. Click 'Submit'.

12. The verification is now submitted.

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	⌄

13. If there are any questions on the verification, WPCCR staff will reach out to you by phone or email.

14. Upon verification of employer-led child care benefit, HHS will send the WPCCR state match directly to the qualifying working parent.

View your current eligible working parents

1. Click the website for employers. https://www.hhs.nd.gov/wpccr/employers

2. Scroll down to click "Log in".

New North Dakota Employers

Create an account to participate

Opt-in Today

Participating Employers

View your account information

Log in

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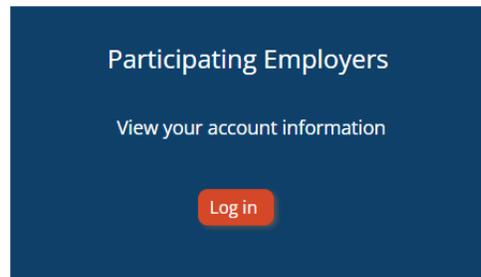
3. Click on the 'Working Parents' tab.

Working Parents Child Care Relief (WPCCR)
Employer Dashboard

Employer Details   Opt-in Agreement   Monthly Verifications   Working Parents
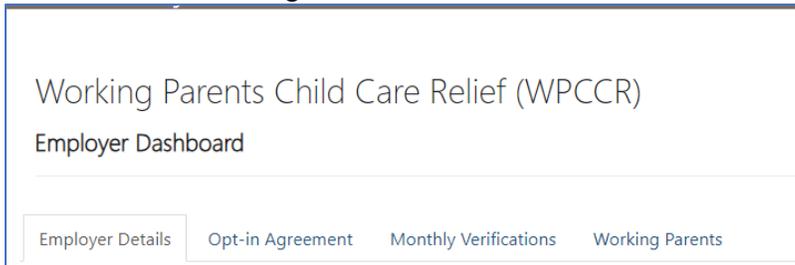
4. Here you will be able to view all your employees who are currently eligible.

Note: This will show any working parents who are eligible or have become eligible since your last monthly verification.

Working Parents Child Care Relief (WPCCR)
Employer Dashboard

Employer Details   Opt-in Agreement   Monthly Verifications   Working Parents

Working Parent ID (Working Parent)	First Name (Working Parent)	Middle Initial (Working Parent)	Last Name (Working Parent)	# of Qualifying Children (Working Parent)	Benefit Start Date ↓	Employment End Date ↑

Add Multiple Users to your Employer Dashboard

Step 1: Authorized employee creates a login with work email if applicable.
- Create a ND Login account using your work email, if applicable. Here
- Log in with the new username/password.
- Select Employer. **do not** click next.
- Then stop.

Step 2: Employer emails full name and email address of the employee they are authorizing to have access to their Employer Dashboard.

Step 3: Our staff with attach them to the Employer Dashboard.

Note: If any authorized users on the employer account may be utilizing the program as a working parent, they will need to have a separate login to select working parent and apply.

Contact Information

Working Parents Child Care Relief pilot program
Email: NDwpccr.info@nd.gov
Phone: 701-328-2115 press 2; 711 (TTY)
Toll Free: 800-997-8516 press 2

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