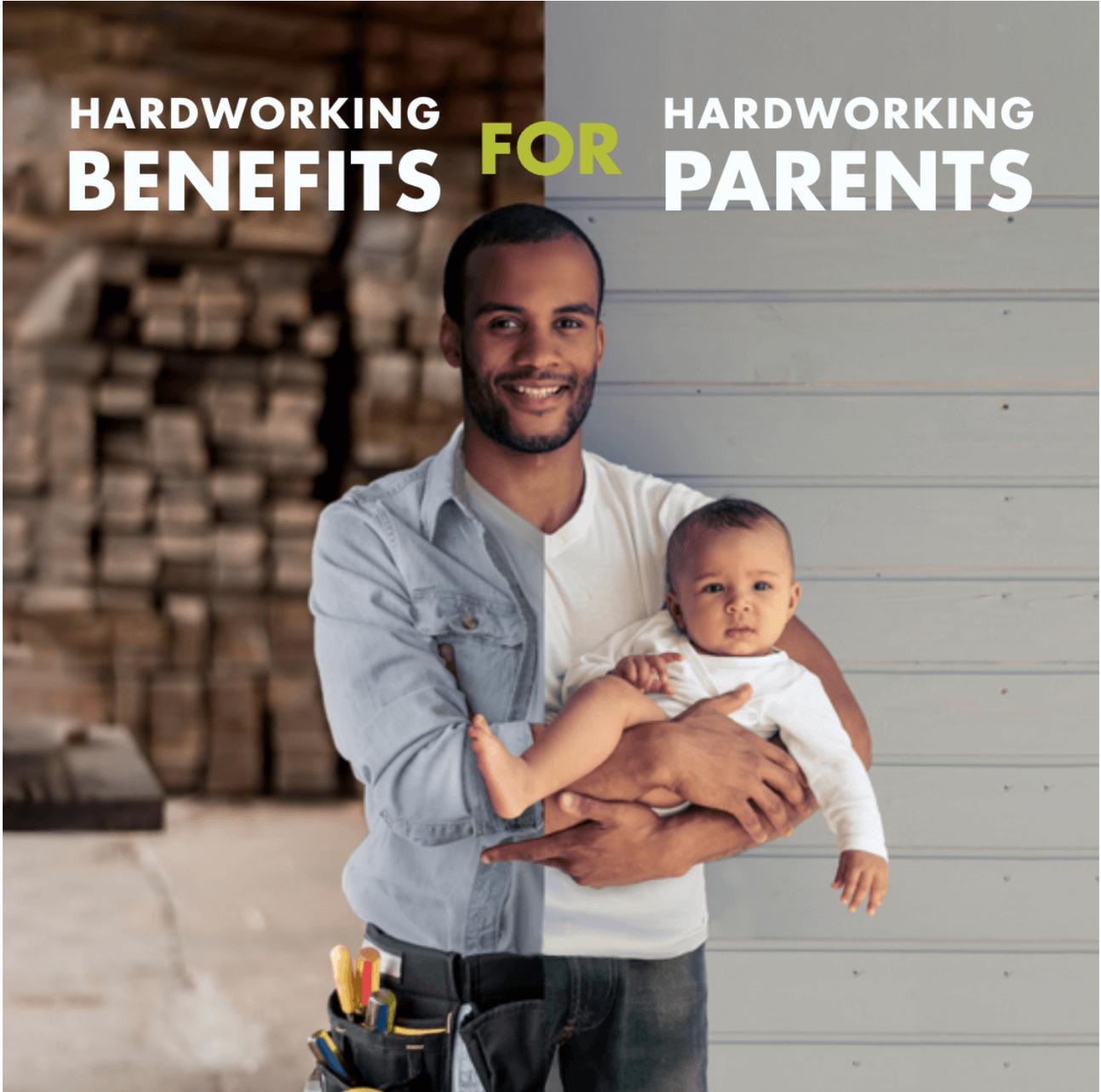


HARDWORKING BENEFITS **FOR** HARDWORKING PARENTS



Working Parents How to Guide: Working Parents Child Care Relief

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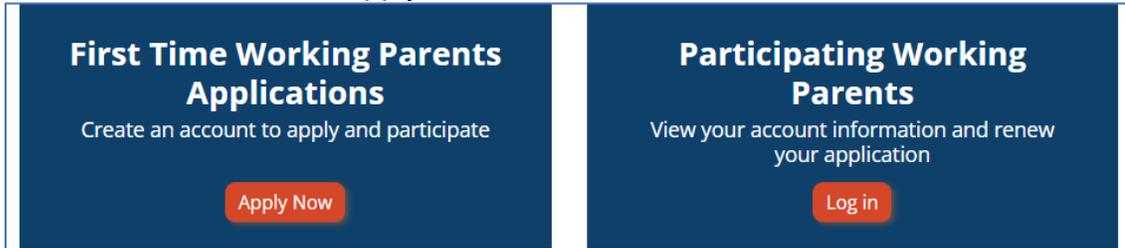
WPCCR website for Working Parents

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

First Time Working Parents Application Process

Create a North Dakota Login

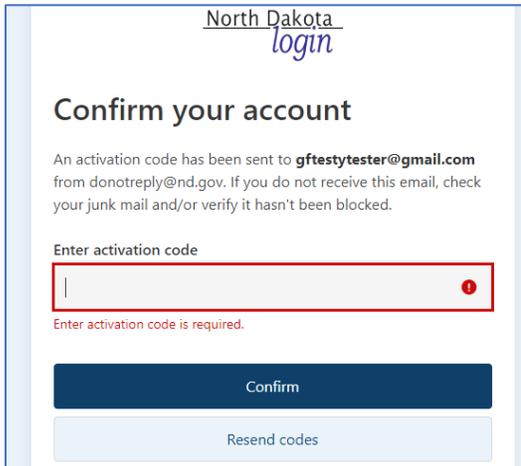
1. Scroll down to click the 'Apply Now' button.



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 and continue to "Part 2: Create a WPCCR Working Parent account" of this guide.

For questions about your North Dakota Login see Frequently Asked Questions here:

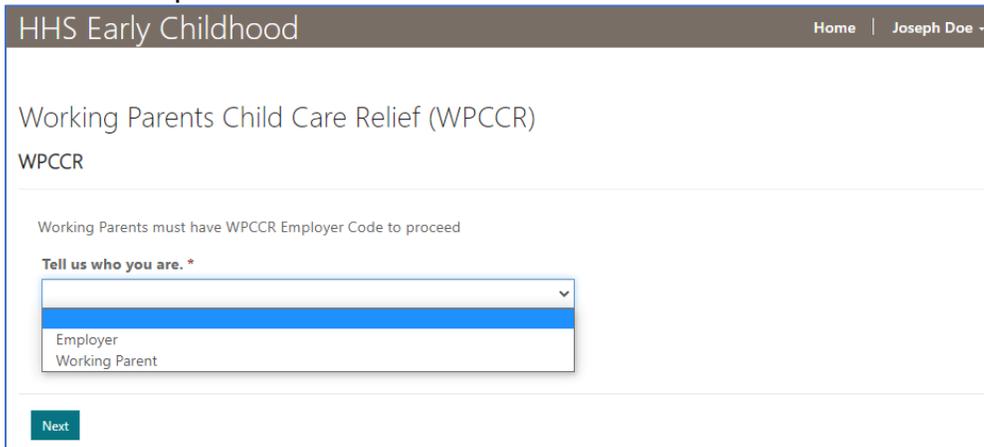
<https://apps.nd.gov/itd/ldap/faq.htm>

For assistance with your North Dakota Login contact the service desk here:

<https://apps.nd.gov/itd/ldap/problemreport.htm>

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

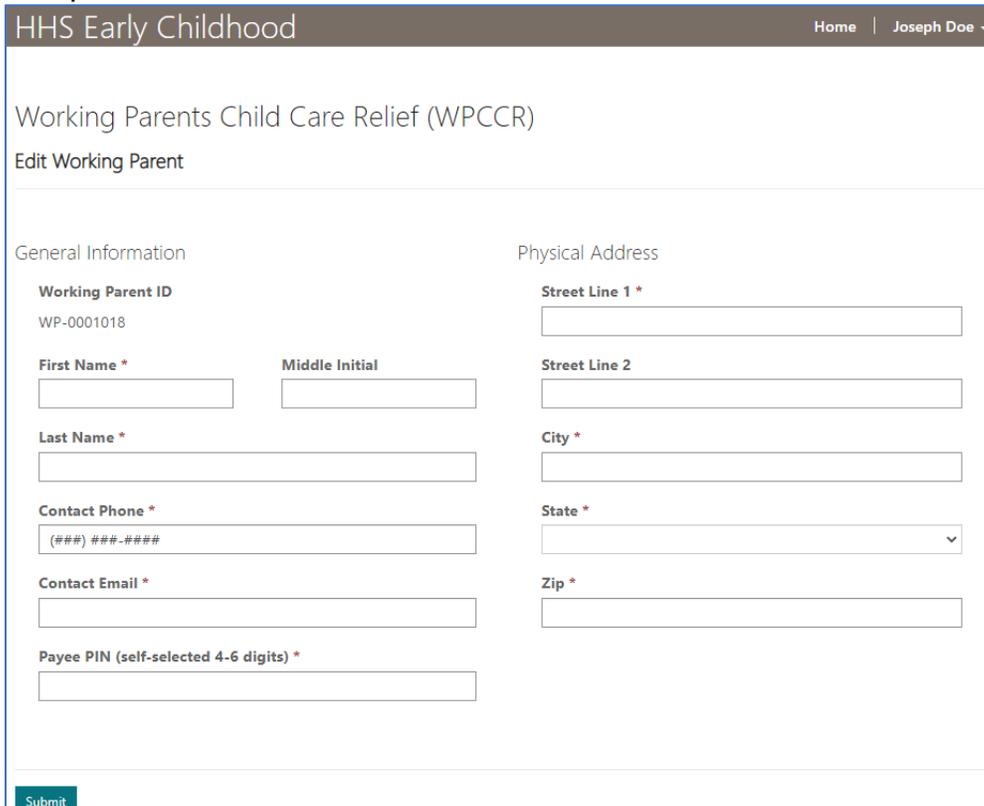
Working Parents must have WPCCR Employer Code to proceed

Tell us who you are. *

Employer
Working Parent

Next

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



HHS Early Childhood Home | Joseph Doe -

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 *

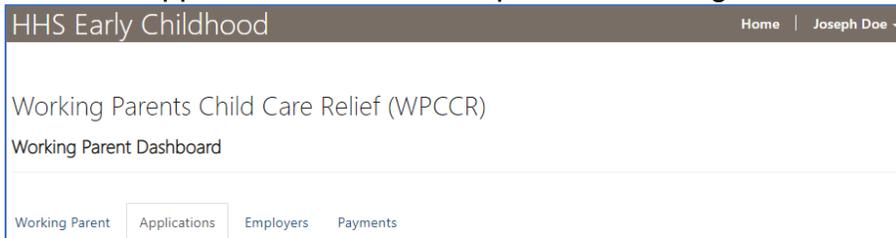
Submit

Gather the items you need before applying

Visit the website to gather all your documents needed before clicking apply.
<https://www.hhs.nd.gov/wpccr/parents>

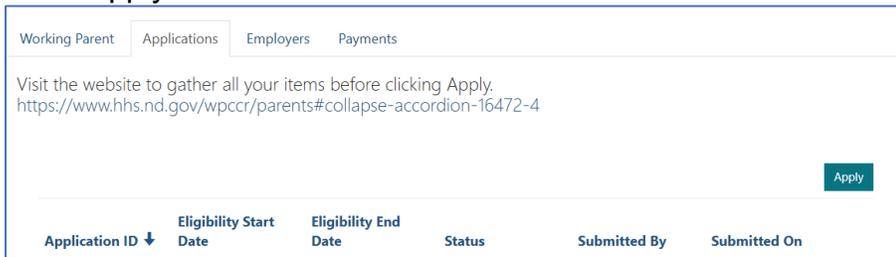
Submit an application to participate

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



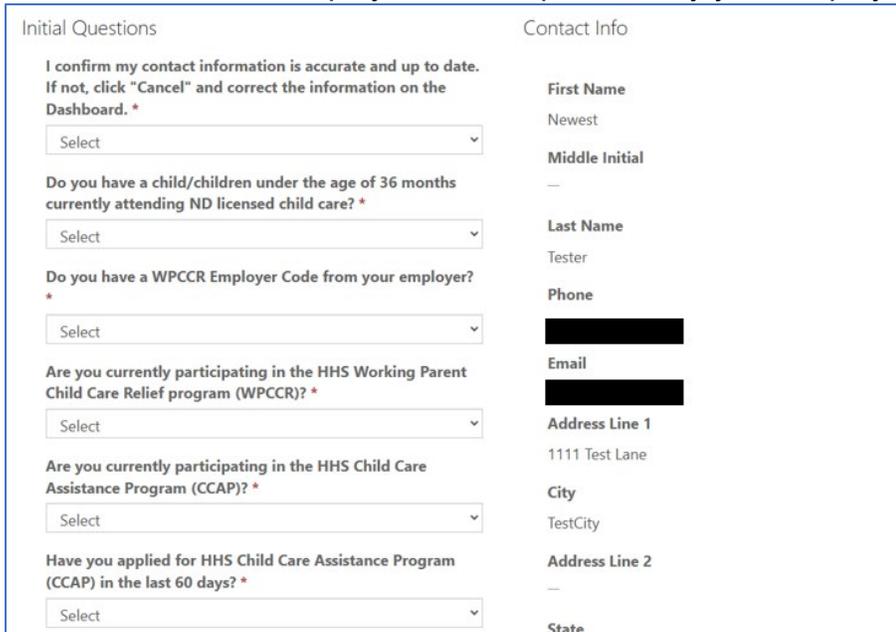
The screenshot shows the top navigation bar with 'HHS Early Childhood' on the left and 'Home | Joseph Doe' on the right. Below the navigation bar is the title 'Working Parents Child Care Relief (WPCCR)' and 'Working Parent Dashboard'. At the bottom, there are four tabs: 'Working Parent', 'Applications' (which is highlighted), 'Employers', and 'Payments'.

2. Click 'Apply'.



The screenshot shows the 'Applications' tab selected. It contains a message: 'Visit the website to gather all your items before clicking Apply. <https://www.hhs.nd.gov/wpccr/parents#collapse-accordion-16472-4>'. Below the message is a green 'Apply' button. At the bottom, there is a table header with columns: 'Application ID ↓', 'Eligibility Start Date', 'Eligibility End Date', 'Status', 'Submitted By', and 'Submitted On'.

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



The screenshot shows a form with two main sections: 'Initial Questions' and 'Contact Info'. The 'Initial Questions' section contains five questions, each with a 'Select' dropdown menu. The 'Contact Info' section contains fields for 'First Name', 'Middle Initial', 'Last Name', 'Phone', 'Email', 'Address Line 1', 'City', 'Address Line 2', and 'State'. Some fields in the 'Contact Info' section are redacted with black boxes.

4. Enter the Employee Information.

Employee Information

Employee Information

WPCCR Employer Code (must receive from your employer) *

Employer Name *

5. Upload Employee Driver's License. Click 'Next'.

Upload Employee Driver's License (Front Only)

Click 'Upload Document' to upload the employee's driver's license.

6. Click 'Add Household Member'. Enter ALL household members including the working parent/employee.

Household Members

Enter ALL household members including the working parent.

Step 1: Add Employee as Household member and income.
Step 2: Add all other adult household members and income.
Step 3: Add all children in the household.
Once all household members are added you may continue.

Household Member ID	First Name	Last Name	Birthdate ↑	Qualifying Child	Has Income	Status
There are no records to display.						

7. Complete the requested information.

WPCCR - Create Household Member

Household Member Details

First Name *

Middle Initial

Last Name *

Birthdate *

8. If an adult's birthdate is entered, Type the last four digits of the Social Security Number and answer the next questions. Then, click 'Next'.

Last 4 digits of SSN: *

13+ Years Old
Does this household member have any income (employer earned or self-employment)? *

9. Click 'Add Income'. Enter all sources of income for the household member shown.

Income Sources

First Name * Last Name *
First Name Last Name

Enter all sources of income for the household member shown above

Income Source ID ↑	Income Type	Name of Business	Pay Frequency	Status
There are no records to display.				

10. Select the income source. Note: Additional income sources can be added once document is uploaded and saved.

Add Income

Income Source

Income Type *

- Select
- Earned Income (from employer)
- Self-Employment
- Bonuses and Commissions
- Child Support/Alimony
- Lease and Rental Income
- Pension/Retirement Benefits
- Regular contributions from friends/relatives
- Social Security
- Unemployment compensation

11. Employee/Working Parent should have income source from the participating employer.

Income Source

Income Type *

Earned Income (from employer) ▼

Name of Business *

Pay Frequency *

Select ▼

12. Click 'Choose Files' to upload most recent paystubs received (total of 4 weeks of income). Multiple documents can be uploaded for the income source. Click 'Save'.

Upload Paystubs *

Choose Files No file chosen

To attach multiple documents:

1. Click "Save".
2. Click the downward arrow to the right of the income source and select "Edit".
3. Click "Add Documents" and "Save" again.

Save

13. Repeat until you have uploaded all household members.

14. Note: For all children attending child care on the date of application submission, require information on the child care. Then click 'Next'.

Under 13 Years Old

Attend ND Child Care * Yes ▼

Date Child Started attending * M/D/YYYY

Child Care Business Name *

Child Care License # * #####A

Child Care Address *

Child Care City *

Child Care State ND ▼

Cancel **Next**

15. Once all household members are listed, enter the total number of people in the household and add any additional information. Then Click 'Next'.

16. Answer the Economic Assistance Program questions. Click 'Next'.

Economic Assistance Programs

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

SNAP * Select	Head Start/Early Head Start * Select
TANF * Select	WIC * Select
Supplemental Security Income (do not include SSDI & SSA Retirement Benefits) * Select	LIHEAP (Energy Assistance) * Select

Previous Next

17. Read and complete the Authorization. Click 'Next'.

I, **Newest Tester** authorize the Working Parent Child Care Relief Program to mutually exchange my relevant personal information with the Economic Assistance and Medicaid Programs of the North Dakota Department of Human Services for the purpose of program coordination.

This form does not authorize disclosure of information beyond the limits of this authorization. My personal authorization may not be re-disclosed by the recipient without further written authorization from me. I authorize the entities involved in the mutual exchange of information to access any necessary information to administer the program.

I understand that I may revoke this authorization by sending written notice to the North Dakota Department of Health and Human Services. I understand that I may refuse to sign this form and that I do not have to sign this form in order to apply for or renew eligibility for benefits from the Department of Health and Human Services and its programs.

Full Name *

Please Select One : *

Previous Next

18. Complete the Attestation.

Attestation

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. *

Select

I confirm that my child is currently attending a North Dakota licensed child care at the time of this application and will be attending 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. *

Select

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. *

Select

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

Select

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

Select

I understand my application will be reviewed in the order it was received and may take up to 30 days to process. *

Select

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

Select

19. Sign and Click 'Submit'.

Employee 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 of Employee *

Submitted By (Portal User)
Newest Tester

Submitted On
2/7/2025

[Previous](#) [Submit](#)

20. 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.

[Return to Dashboard](#)

Note: WPCCR staff sends most communication by email. Please watch your inbox, spam/junk, or All Mail folders for any information regarding your application.

21. Under the 'Applications' tab, you will see your submitted application. You can view the status at any time.

Working Parent Dashboard

Working Parent Applications Employers Payments

Visit the website to gather all your items before clicking Apply.
<https://www.hhs.nd.gov/wpccr/parents#collapse-accordion-16472-4>

Application ID ↓	Eligibility Start Date	Eligibility End Date	Status	Submitted By	Submitted On
AP-0001113			Submitted	Newest Tester	2/7/2025

Note: Most applications are for an annual period. Reminder emails to reapply are sent at the beginning of the last month eligible to let you know it is time to reapply.

Application Statuses

Application Started

A working parent has opened an application and has advanced to page two of the application.

Submitted

A working parent has completed and submitted the application for review.

In Review

WPCCR staff are in the process of reviewing the application for eligibility.

Awaiting Response

Working Parent application is missing information or documentation. An email with request for missing information is sent.

Awaiting Payee ID

Working Parent application has been processed and is pending payment information. Working Parent will receive an email to set up an OMB Payee Portal account allowing the State of North Dakota to pay the WPCCR match payment.

Once Payee account is submitted, watch for a follow up emails from no-replyvendor@nd.gov and NDwpccr.info@nd.gov

Approved

Working Parent application is approved and are eligible to receive benefits. Working Parent and participating Employer will receive an email at time of approval.

Eligibility Ended

Working Parent's approved application has reached the end of the eligibility period. If interested in continuing participation, visit our website to review the eligibility requirements. <https://www.hhs.nd.gov/wpccr/parents>
If eligibility is still met, a new application must be submitted for review.

Denied

Working Parent application is denied. Email is sent with reason for denial.

Withdrawn

Working Parent has voluntarily ended participation/eligibility in the program.

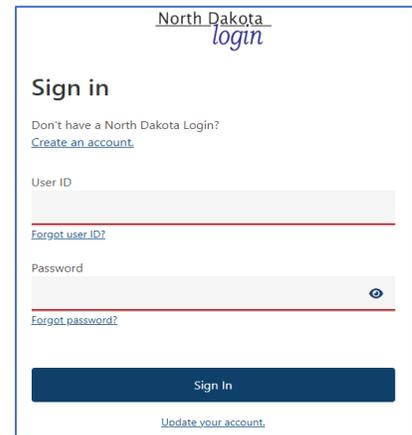
Participating Working Parents

Working Parent Dashboard Login

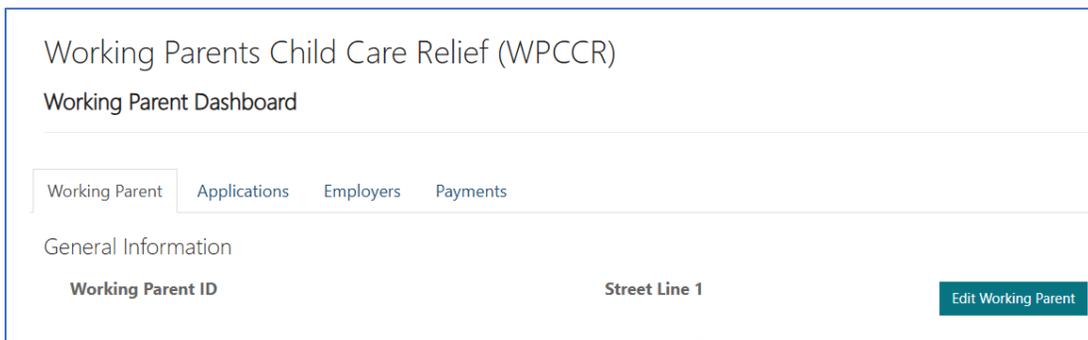
1. Click the website here: <https://www.hhs.nd.gov/wpccr/parents>
2. Scroll down to click the 'Log in' button.



1. Sign in with your User ID and password.
 - a. If you have forgotten your password or user ID, you will need to use the forgot button for assistance.
 - b. WPCCR staff are unable to assist with forgotten log in information. For assistance with your North Dakota Login contact the service desk here: <https://apps.nd.gov/itd/ldap/problemreport.htm>



2. Once you sign in, your contact information will be displayed on the screen.



If your contact information is not displayed, try a different Username and password associated with your WPCCR account, or contact our office.

Match Payments

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



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

Report a change

Report to HHS Early Childhood by emailing NDwpccr.info@nd.gov any changes that occur during your approved State match eligibility period, including:

- Mailing address
- ND Licensed child care
- Household members
- Employment status
- Income

Note: Your contact phone number and email address can be updated in your Working Parent Dashboard at any time.

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.

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