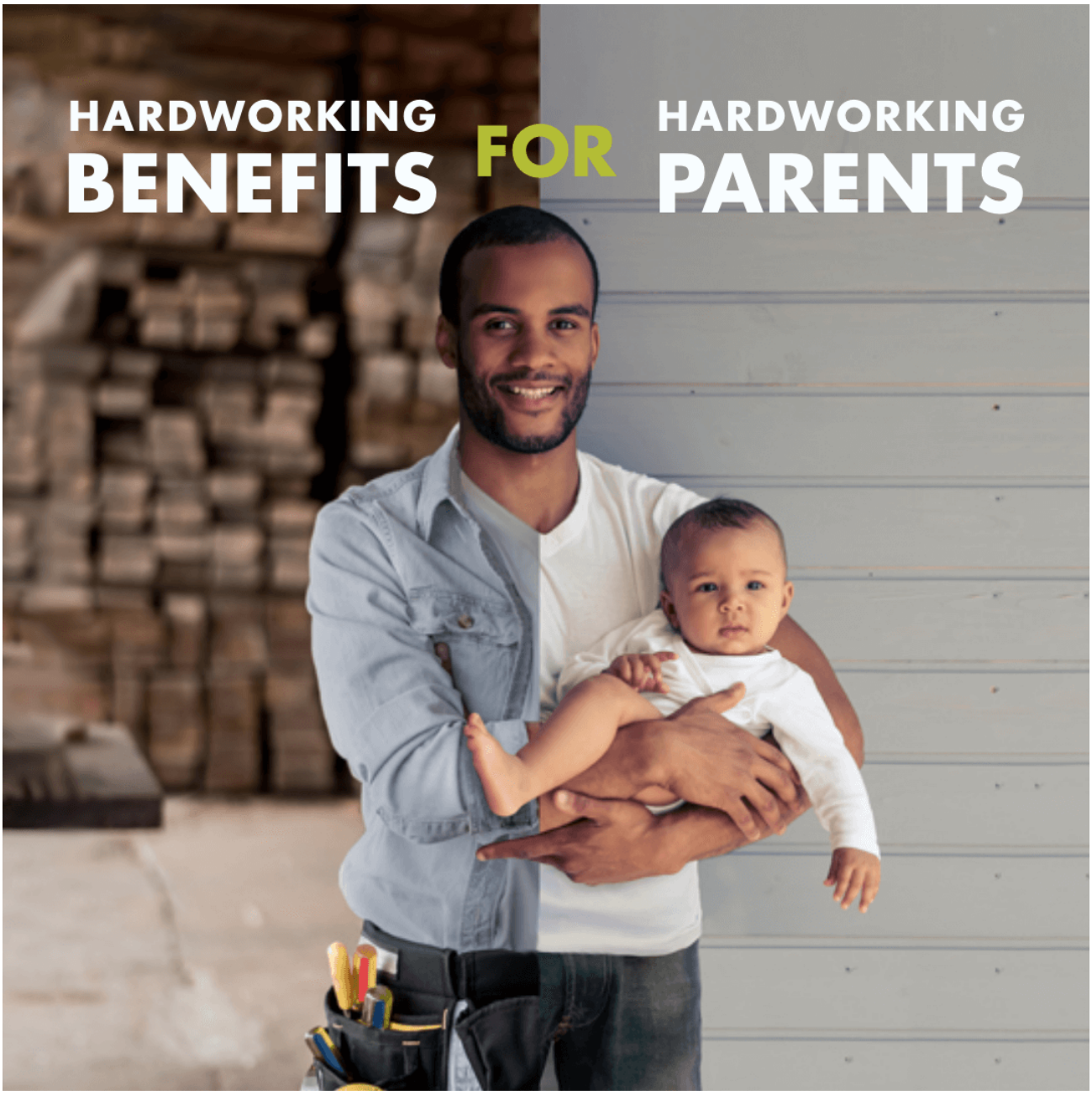


# Working Parents How to Guide:

## Working Parents Child Care Relief

NORTH Dakota | Health & Human Services
Be Legendary.

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# Part 1: Apply Now

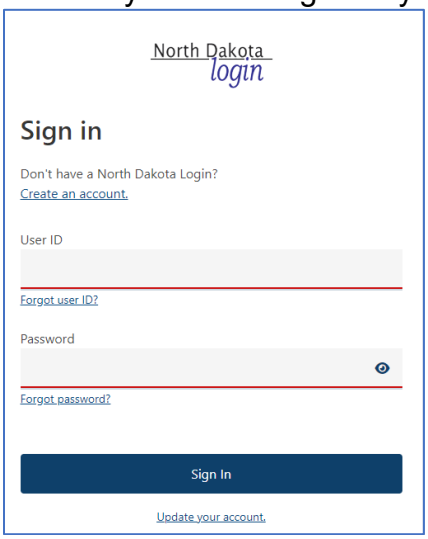
Click the 'Apply Now' button on the Working Parents webpage here: https://www.hhs.nd.gov/wpccr/parents

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.



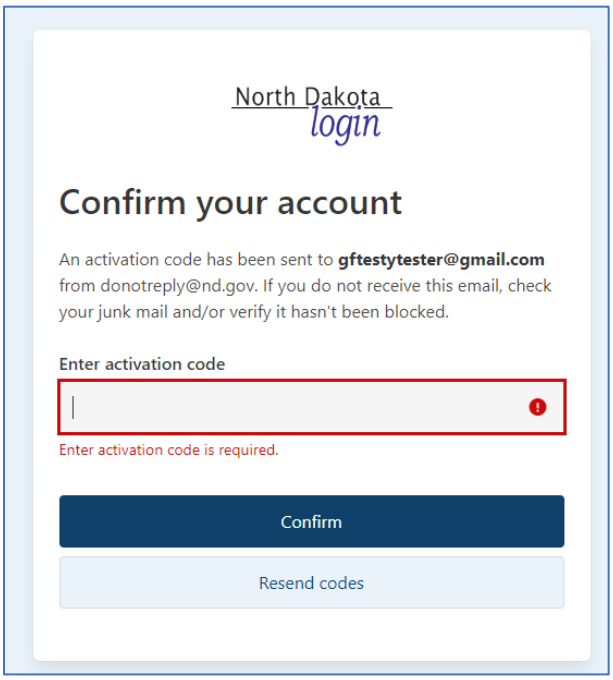

2. If able to sign in, skip to "Part 2: Create a WPCCR Working Parent account" of this guide.

## 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’.

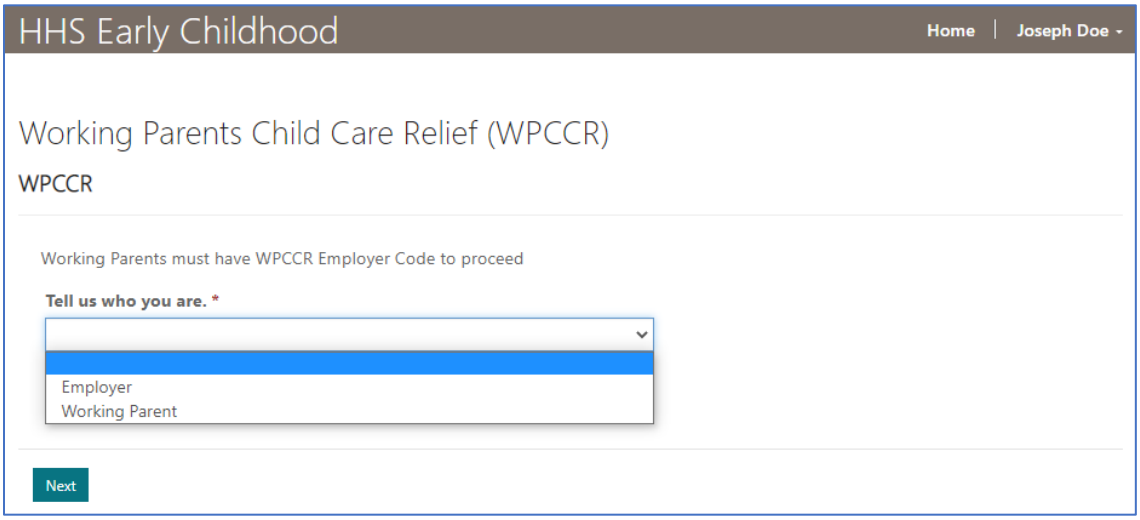



4. Then click ‘Return to online service’.

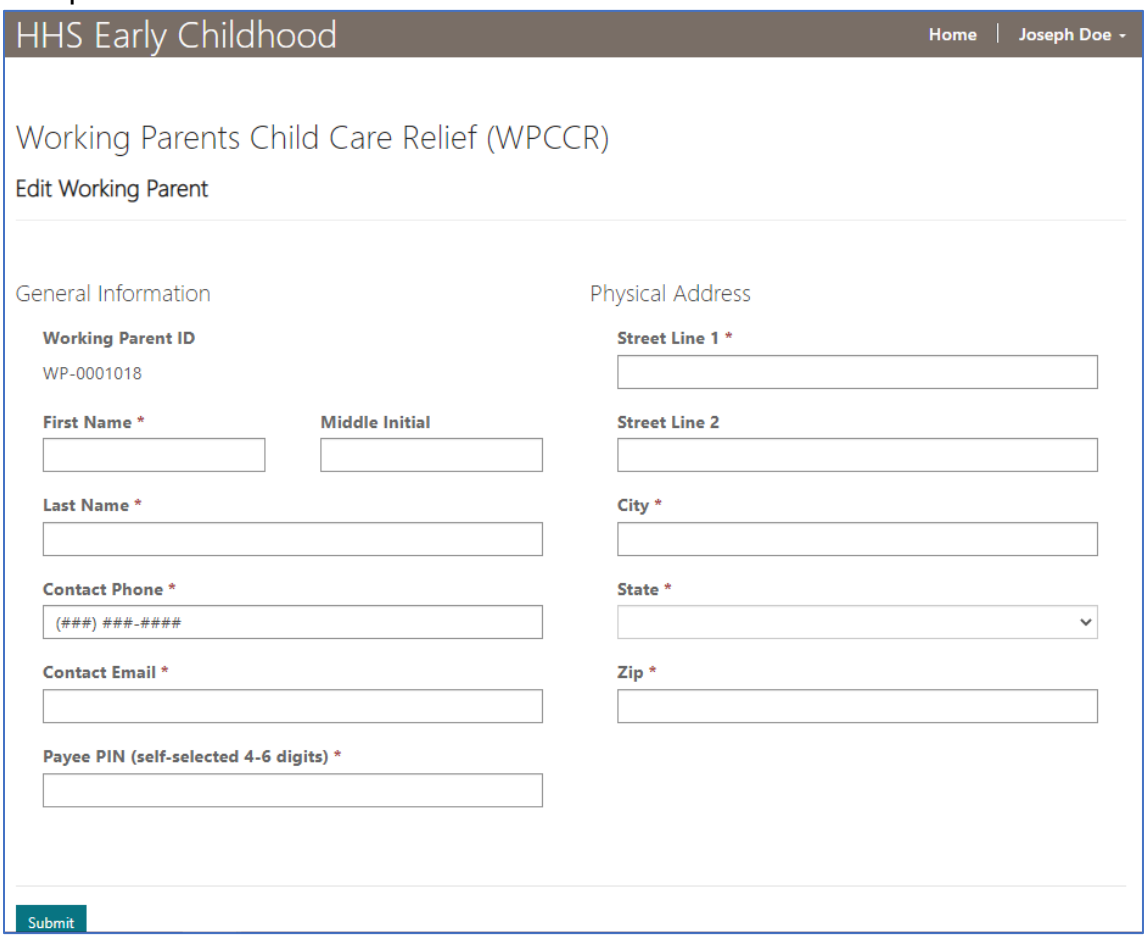
5. Sign in and continue to “Part 2: Create a WPCCR Employer account” of this guide.

## Part 2: Create a WPCCR Working Parent account

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




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



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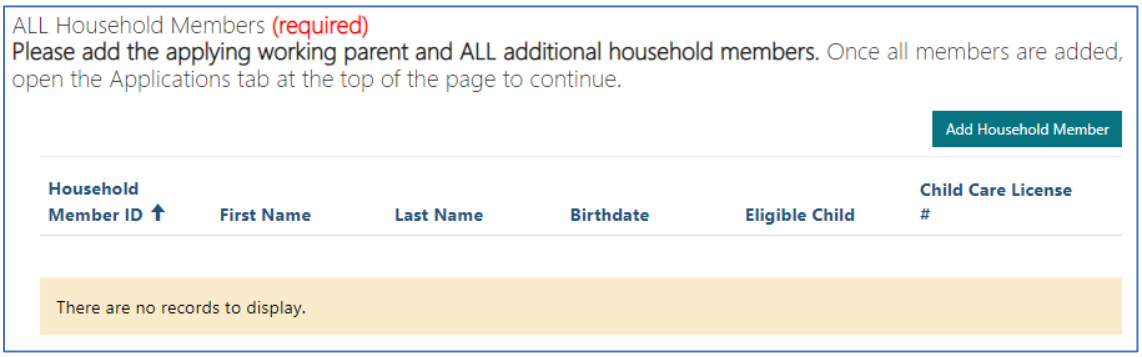
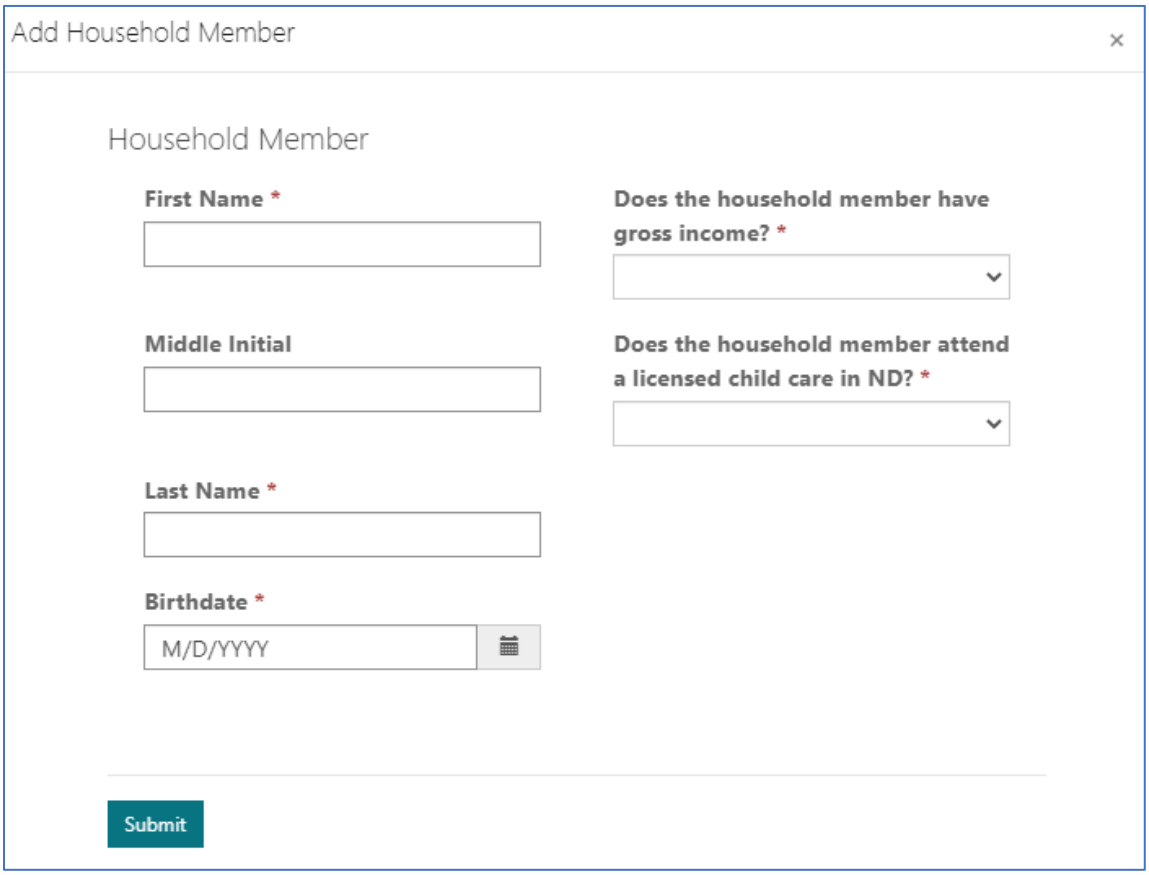
3. Starting with the Working Parent receiving the benefit. Click ‘Add Household Members’.



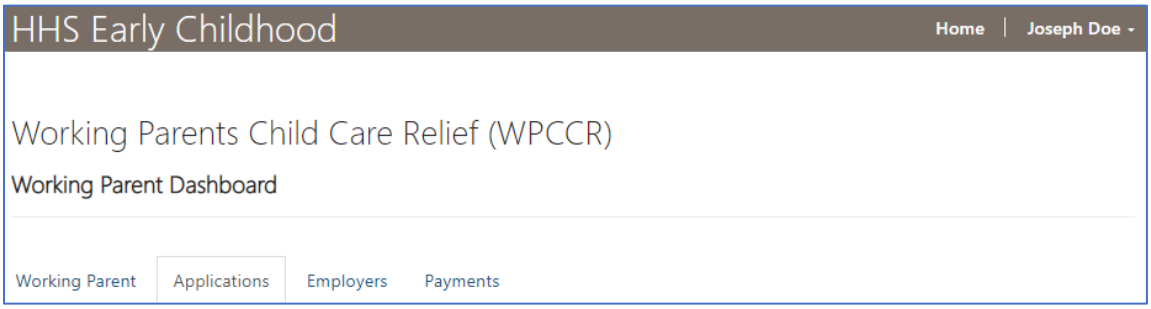

4. Complete the Household Member information. Click ‘Submit’.



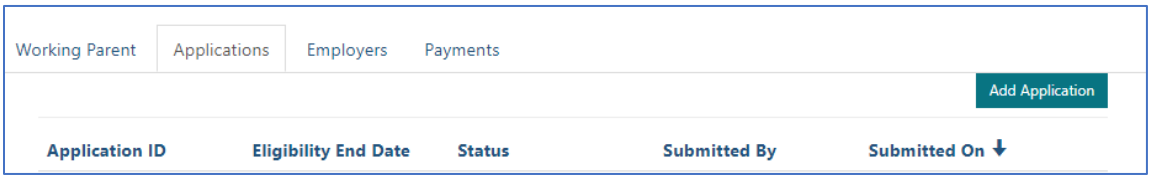

5. Repeat above steps until all Household Members are entered.

## Part 3: Submit a Working Parent application

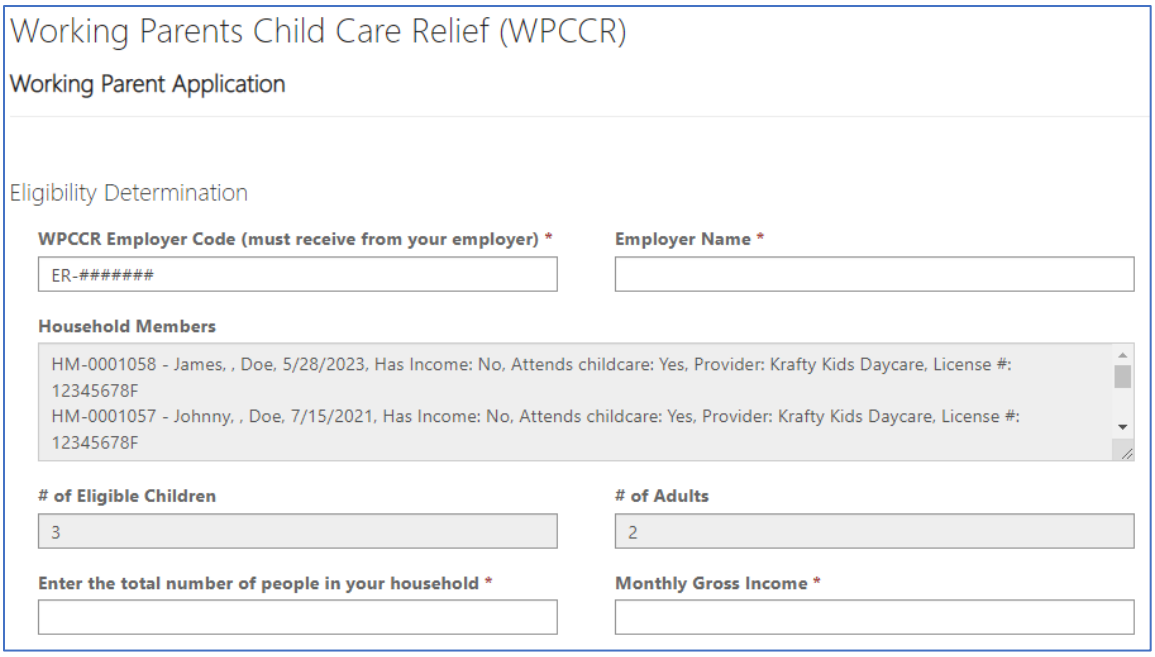
1. Click the ‘Applications’ tab at the top of the Working Parent Dashboard.



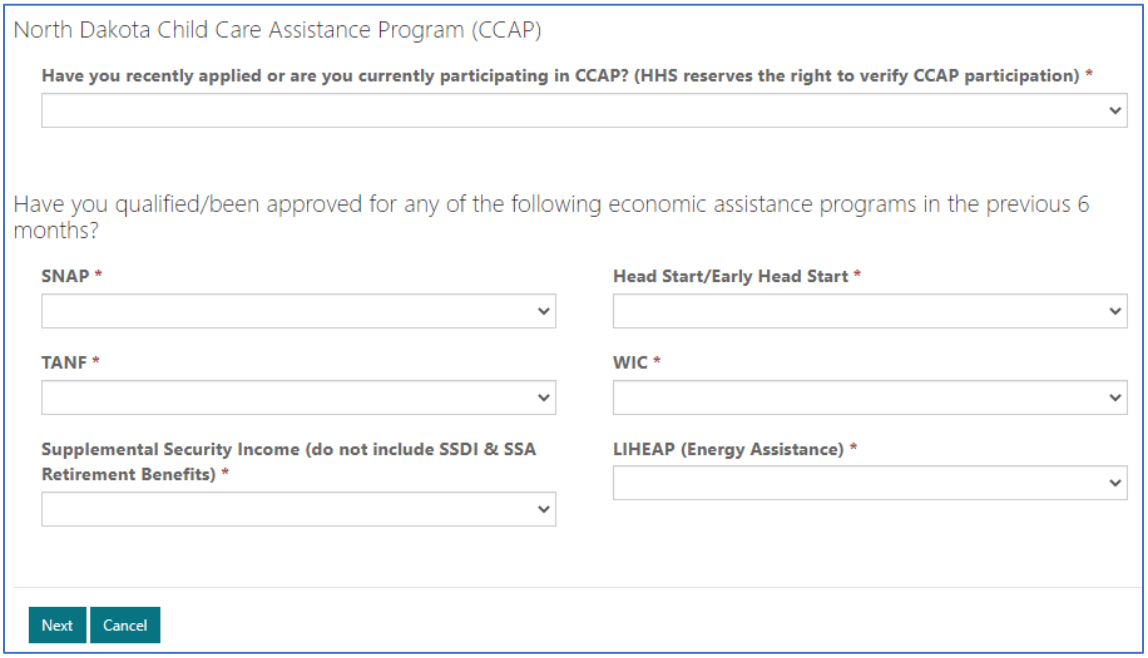

2. Click ‘Add Application’.



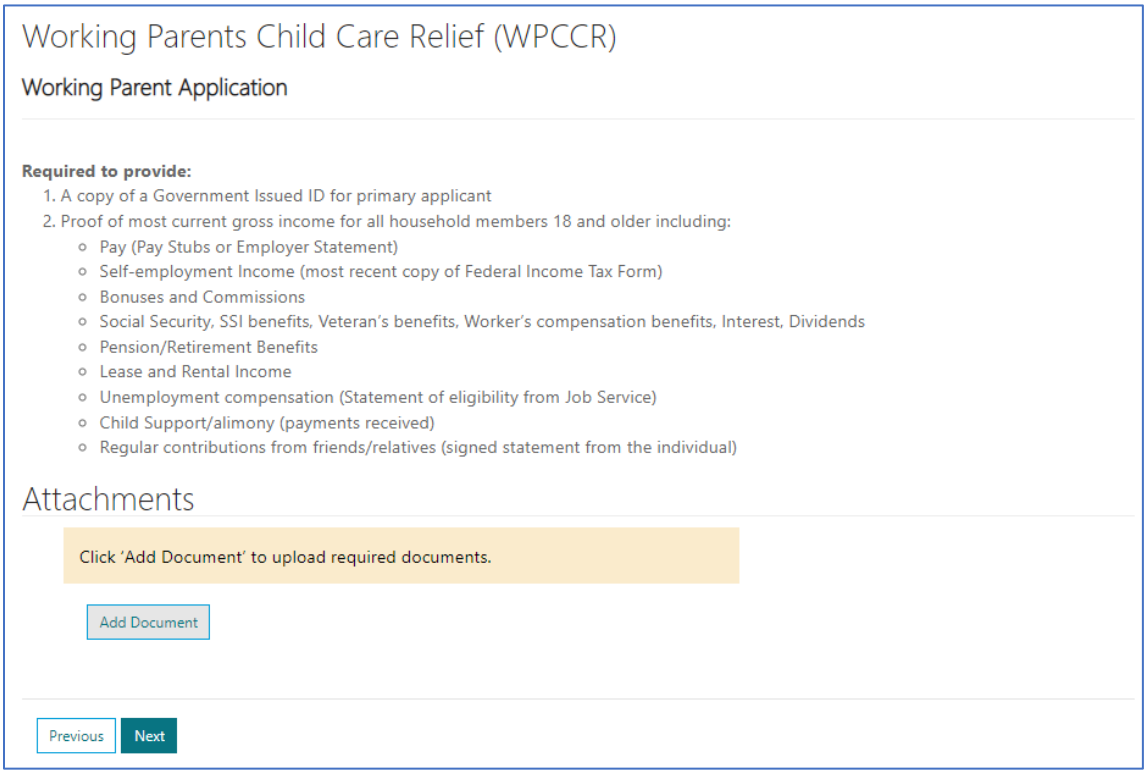

3. Complete the requested information.
   Note: The WPCCR Employer Code is provided by your employer.



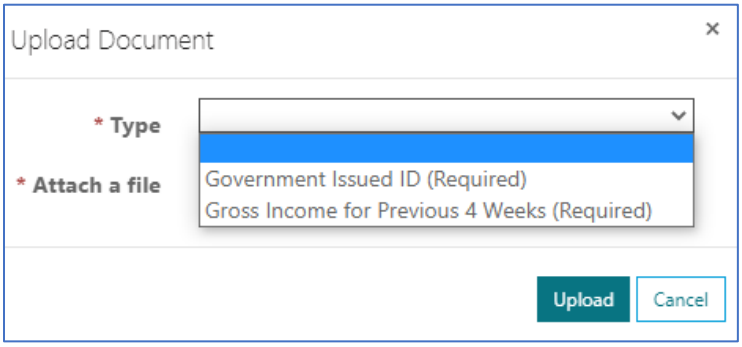
4. Once you have completed all the information, click ‘Next’.




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

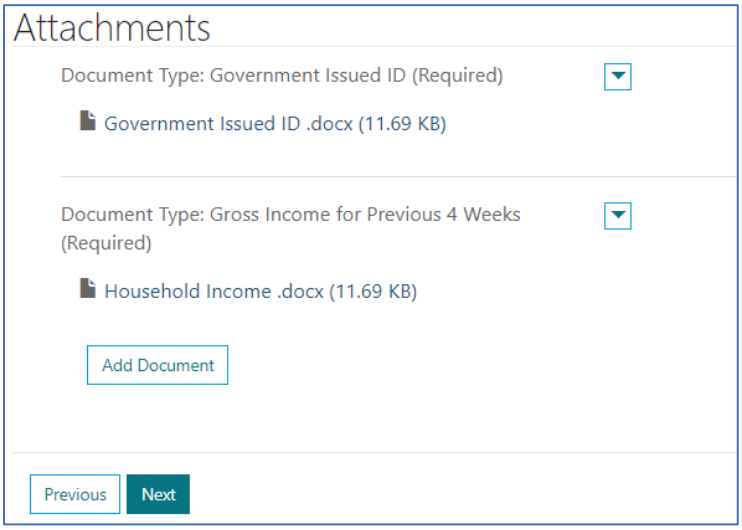


6. Select Type and attach the corresponding file. Click ‘Upload’.

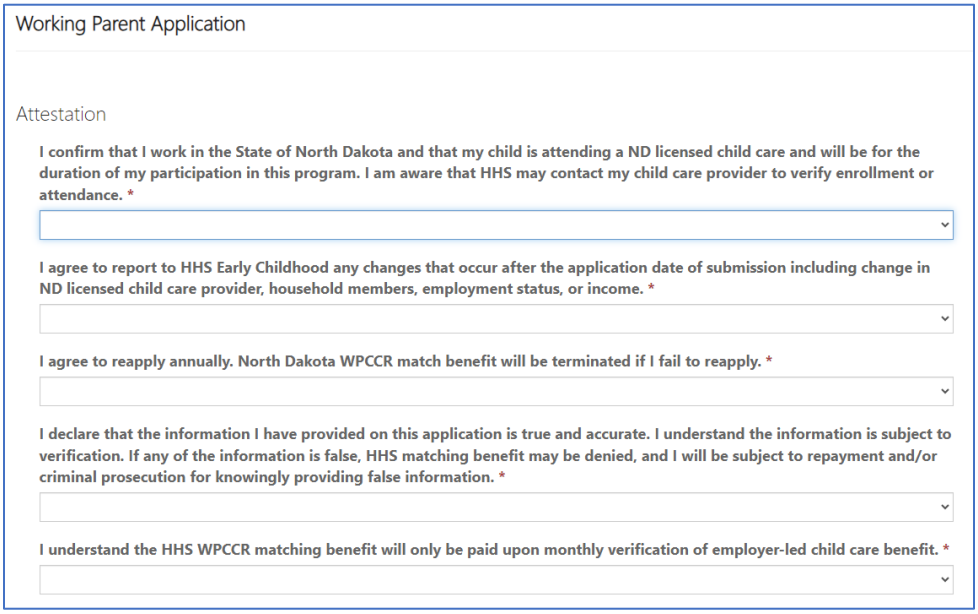



7. Repeat until you have income uploaded for all household members over 18.
   Note: If anyone has Self-Employment income, a full tax return is required.

8. Then click ‘Next’.

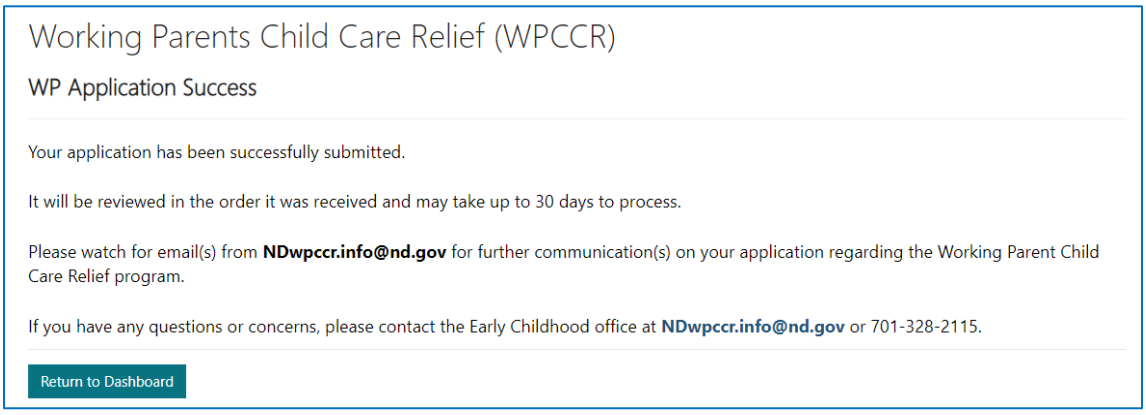


9. Complete the Attestation.

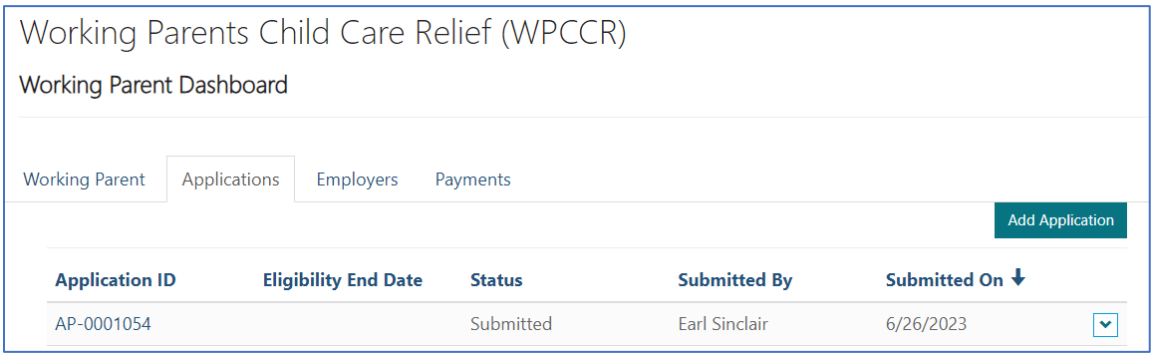



10. Sign and Click 'Submit'.

11. Click 'Return to 'Dashboard'.

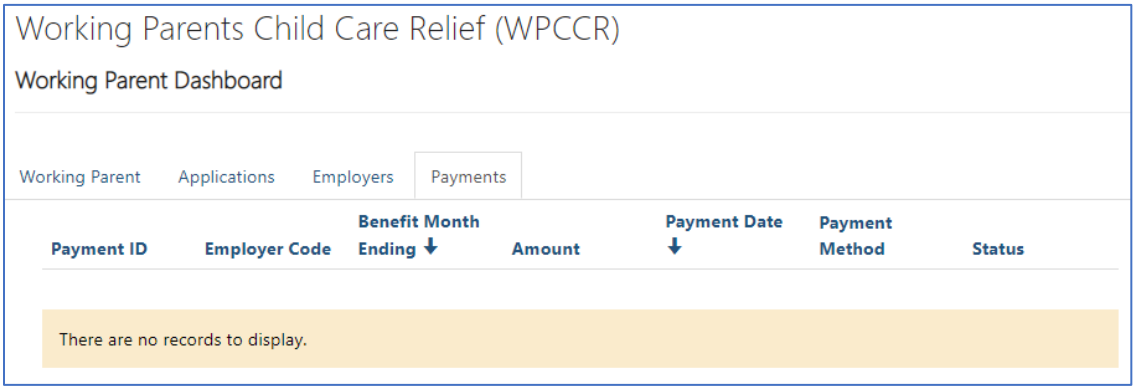


12. Under the ‘Applications’ tab, you will see your submitted application. You can view the status your application.




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.



## 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.