OCLQS Portal – ODJFS License Application: Child Care Center

Description:

This Job Aid describes the process of submitting an application for child care license as an ODJFS Child Care Center program in the OCLQS Portal.

Appendix: Additional details on entering county information

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click **Log in as ODJFS User**.

*Note: If you do not have an OCLQS account, refer to the OCLQS Portal - Account Management Job Aid for the steps to create an account.*
Step 2: Enter Log In Information

1) Enter *Email* address and *Password*.
2) Click *Log In*.

Note: If you do not remember your *Email* address and/or *Password*, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.

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Step 3: Create an Application

Click *Create an Application*.
Step 4: Continue to Application

Click Continue to Application.
Step 5: Enter Initial Program Details

Enter Applicable information in the Program Address & Contact Information and Mailing Address sections.

Note: Click the icon to enter the county. See the Appendix at the end of this document for additional details.
Step 6: Enter Additional Program Details

1) Enter **Facility information**.
   a. Click on the applicable value(s) in the **Available** column of the **Attendance Options** field.
   b. Click on the ➡️ arrow to select the value into the **Chosen** column

2) Enter information in the remaining fields.

*Note: Only the values that appear in the **Chosen** column are selected. Repeat Steps 1a and 1b to enter multiple values.*
Step 7: Enter Additional Program Details

1) Enter **Provider Customary Rates** and **Registration Fees** information.
2) Click **Save and Continue**.
Step 8: Enter Ownership Information

1) **Review Ownership Information.**

2) Click **Add Item** to add authorized representative information.

*Note: If the ownership type is Corporation/LLC, then initial ownership questions will be displayed.*
Step 9: Enter Additional Information

1) Enter applicable **Additional Information**.

2) Click **Save Answers**.

Note: To add multiple owners (or authorized representatives) repeat Steps 7 and 8.
Click **Add Item** to add a schedule.
**Step 11: Enter Schedule Information**

1) Enter **Schedule Information**.
2) Click **Save**.

*Note: To add multiple schedules repeat Steps 10 and 11.*

**Step 12: Click Save and Continue**

Click **Save and Continue**.
Step 13: Enter Site Information

Enter Site Information.

Enter information
Step 14: Add Indoor Room/Space Information

Click **Add Item** to add an indoor room/space.

<table>
<thead>
<tr>
<th>Indoor Room/Space Information</th>
<th>Outdoor Space Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor Room/Space Name</td>
<td>Outdoor Space Name</td>
</tr>
<tr>
<td>Indoor Room/Space Type</td>
<td>Outdoor Space Type</td>
</tr>
<tr>
<td>Are the tanks currently in use?</td>
<td>Are you aware of any problems, such as leakage?</td>
</tr>
<tr>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Radon Gas?</td>
<td>If radon gas has been detected, indicate the level of gas if known (in pCi/L).</td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Other toxic substances?</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>If there are other toxic substances, describe.</td>
<td></td>
</tr>
</tbody>
</table>

- Click **Add Item**
Step 15: Enter Indoor Room/Space Information

1) Enter **Indoor Room/Space Information**.
2) Click **Save**.

*Note: To add multiple rooms/spaces repeat Steps 13 and 14.*
Step 16: Add Outdoor Space Information

Click **Add Item** to add an outdoor space.

*Note: If an outdoor space does not have to be added, then proceed to Step 16.*

Step 17: Enter Outdoor Space Information

1) Enter **Outdoor Space Information**.
2) Click **Save**.

*Note: To add multiple outdoor spaces repeat Steps 14 and 15.*
Step 18: Click Save and Continue

Click **Save and Continue**.

Step 19: Add Administrator Information

Click **Add Item** to add administrator information.
Step 20: Enter Administrator Information

1) Enter Administrator Information.
2) Click Save.

Note: To add multiple administrators repeat Steps 19 and 20.

Step 21: Click Save and Continue

Click Save and Continue.
Step 22: Attach Required Documents

Click on the first document button.

Note: the Administrator Non-Conviction Statement is obsolete.
Step 23: Click Add New Attachment

Click **Add New Attachment**.

Step 24: Select Document

1) Select the document to attach.
2) Click **Open**.

*Note: The view of this step will vary depending on the internet browser you are using.*
Step 25: Save the Attached Document

Click **Save**.
Step 26: Attach Other Required Documents

1) Repeat Steps 22 to 25 for all required documents.
2) After all required documents are attached, then click **Save and Continue**.

*Note: When a document is added, the document name displays to the right of the document button.*
Step 27: Review and Sign

1) Check the **Electronic Signature** box if you agree with statement.
2) Enter your full name.
3) Click **Submit**.
Step 28: Enter Payment Information

1) Enter **Payment Information**.
2) Click **Continue**.

Step 29: Confirm Payment Information

Click **Confirm**.
Step 30: Complete Process

Click **Go back to Dashboard** or **Initiate PFCC Agreement & Financials** as appropriate.

The process of submitting an application for child care license as an ODJFS Child Care Center program is complete.
Appendix: Entering County

Description:
Appendix gives additional details for entering the county in the application.

**Step A-1: Enter County Name**

Click the *County* lookup icon.

**Step A-2: Select the County**

1) Enter the county name in the search bar.
2) Click *Go*.
3) Click the appropriate county name.

The county has been entered - return to Step 5.