OCLQS Portal – ODJFS License Application: FCC Type A

Description:

This Job Aid describes the process of submitting an application for child care license as an ODJFS FCC Type A 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.

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 **Program Address & Contact Information** and **Mailing Address** information

*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 **Applicable Registration Fees** information
2) Click **Save and Continue**

1. Enter information
2. Click **Save and Continue**

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**Provider Customary Rates**

Ohio Administrative Code requires programs licensed, approved, or certified by the State of Ohio to provide their current customary rates charged to the public for child care services. Rates for all age categories need to be provided in a weekly Full-Time, Part-Time, and Mon-Fri format and should include additional amounts for non-traditional care if applicable. If your program does not serve an age category, enter $0.00 into all three fields. However, it is recommended that you establish a rate for each age group even if you do not currently serve that age range. This will ensure proper payment in the event you begin to care for a child in a previously unserved category.

**Registration Fees**

A program may choose to charge a registration fee outside the normal rate of a familiy’s tuition. If so, the program must report the amount charged and how it is charged (per child) or per family.

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**Save & Finish Later**  **Save and Continue**
Step 8: Enter Ownership Information

Click **Add Item**

Note: If the ownership type is Corporation/LLC, then initial ownership questions will be displayed. Click **Add Item** to add authorized representative information.
Step 9: Enter Owner Details

1) Enter **Owner Information**
2) Click **Save**

*Note: To add multiple owners repeat Steps 8 and 9.*
Step 10: Enter Answers

1) Answer questions
2) Click **Save Answers**

*Note: The **Save Answers** button must be clicked in order for the information to be saved.*

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Step 11: Add a Schedule

Click **Add Item** to add a schedule
Step 12: Enter Schedule Information

1) Enter Schedule Information
2) Click Save

Note: To add multiple schedules repeat Steps 11 and 12.

Click Save and Continue
Step 14: Enter Site Information

Enter **Site Information**

Application for Program License

- **Lead Based Paint?**
  - **Asbestos?**

- **Underground storage of hazardous or toxic materials?**
  - current or previously existing

- **If there is underground storage, please provide additional information. What materials were stored in the tanks?**

- **Are the tanks currently in use?**
  - **Are you aware of any problems, such as leakage?**

- **Radon Gas?**

- **Other toxic substances?**

- **If there are other toxic substances, describe.**
Step 15: Add Indoor Room/Space Information

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

- Are the tanks currently in use?
  - No
- Are you aware of any problems, such as leakage?
  - No
- Radon Gas?
  - No
- If radon gas has been detected, indicate the level of gas, if known (in pCi/L).
- Other toxic substances?
  - No
- If there are other toxic substances, describe.

Add Item

Outdoor Space Information

Add Item
Step 16: Enter Indoor Room/Space Information

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

*Note: To add multiple rooms/spaces repeat Steps 14 and 15.*
**Step 17: 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 17.*

![Add Item icon and instructions]

**Step 18: Enter Outdoor Space Information**

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

*Note: To add multiple outdoor spaces repeat Steps 16 and 17.*
Step 19: Click Save and Continue

Click **Save and Continue**
**Step 20: Enter FCC Home & Admin Information**

1) Enter **Resident Disclosure Information**

2) Click **Add Item** to add resident information

*Note: If no resident information needs to be entered, proceed to Step 21.*
Step 21: Enter Family Child Care Resident Information

1) Enter **Family Child Care Resident Information**

2) Click **Save**

*Note: To add multiple residents repeat Steps 19 and 20.*

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Step 22: Enter Household Information

Enter **Household Information**

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[Diagram of the OCLQS Portal showing Step 21 and Step 22 instructions]
**Step 23: Add Administrator Information**

Click *Add Item* to add administrator information.

![Add Item button]

**Step 24: Enter Administrator Information**

1) Enter *Administrator Information*
2) Click *Save*

*Note: To add multiple administrators repeat Steps 23 and 24.*

![Enter information]

![Click Save]
Step 25: Click Save and Continue

Click *Save and Continue*
Step 26: Attach Required Documents

Click on the first document button

Click document button
Step 27: Click Add New Attachment

Click **Add New Attachment**

Step 28: 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 29: Save the Attached Document

Click **Save**
Step 30: Attach Other Required Documents

1) Repeat Steps 26 to 29 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 31: Review and Sign

1) Check the **Electronic Signature** box if you agree with statement.
2) Enter your full name.
3) Click **Submit**.
Step 32: Enter Payment Information

1) Enter Payment Information
2) Click Continue

Step 33: Confirm Payment Information

Click Confirm
Step 34: Complete Process

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

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**The process of submitting an application for child care license as an ODJFS FCC Type A 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.