OCLQS Portal – ODJFS License Application: FCC Type B

Description:

This Job Aid describes the process of submitting an Application for Child Care License as an ODJFS FCC Type B 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 **Program Address & Contact Information** and **Mailing Address** information.

*Note: Click the icon to enter the county. See the Appendix at the end of the 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**
Step 8: Enter Ownership Information

Click **Add Item**
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.*

![Application for Program License](image)
Step 11: Add a Schedule

Click **Add Item** to add a schedule

Click **Add Item**
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**

[Image of the application form]

- Enter Site Information
- 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 are/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
Step 16: Enter Indoor Room/Space Information

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

*Note: To add multiple indoor rooms/spaces repeat Steps 15 and 16.*

![Image of indoor room/space information form](image-url)
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 18.*

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Step 18: Enter Outdoor Space Information

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

*Note: To add multiple outdoor spaces repeat Steps 17 and 18.*
### Step 19: Click Save and Continue

Click **Save and Continue**

![Image of the webpage showing the options to click Save and Continue]

### Step 20: Enter FCC Home 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 22.*

![Image of the application for program license with highlighted resident disclosure section and add item options]
**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.*

**Step 22: Enter Household Information**

Enter **Household Information**
Step 23: Click Save and Continue

Click Save and Continue
Step 24: Attach Required Documents

Click on the first document button
Step 25: Click Add New Attachment

Click **Add New Attachment**

![Add New Attachment](image)

Step 26: 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.*

![Select Document](image)
Step 27: Save the Attached Document

Click **Save**
Step 28: Attach Other Required Documents

1) Repeat Steps 24 to 27 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 29: Review and Sign

1) Check the **Electronic Signature** box if you agree with statement
2) Enter your full name
3) Click **Submit**
Step 30: Enter Payment Information

1) Enter Payment Information
2) Click Continue

Enter information

1) Enter Payment Information
   - Credit Card Number: 4111111111111111
   - Expiration Month: 03
   - Expiration Year: 18
   - Card Security Code: 678

Billing Information
   - First Name: Jackson
   - Last/Business Name: D
   - Address Line 1: 123 Main
   - City: Columbus
   - Zip/Postal Code: 43214
   - State/Province/Region: OH
   - Country: United States

Click Continue

Step 31: Confirm Payment Information

Click Confirm

Office of Family Assistance, Child Care Licensing Payment Summary
Total: $250.00

Payment Information
- Credit Card Type: Visa
- Expiration Year: 18
- Card Security Code: 678

Billing Information
- First Name: Jackson
- Last/Business Name: D
- Address Line 1: 123 Main
- City: Columbus
- Zip/Postal Code: 43214
- State/Province/Region: OH
- Country: United States

Click Confirm
Step 32: Complete Process

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

Click appropriate button

The process of submitting an Application for Child Care License as an ODJFS FCC Type B 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.