



OCLQS Portal – PFCC Application

Description:

This Job Aid describes the process of applying to be a Publicly Funded Child Care (PFCC) program in the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Update Customary Rates
- OCLQS Portal – Account Management

Step 1: Select the Program

1. Log in to the OCLQS Portal
 - a. For information on OCLQS Portal log in refer to the **OCLQS Portal – Account Management Job Aid**
2. Click anywhere in the program card.

*Note: A program must first either be licensed or submit a licensing application and provide customary rate information prior to applying for PFCC. The **OCLQS Portal – Update Customary Rates Job Aid** describes the process to provide customary rates.*

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Programs

Search for a program

Sort By Priority

Click the program card

Corp Child Care
2160001294

★★★★★

Type: **Child Care Center**
Program Status: **Open**
Expires: **N/A**
SUTQ Status: **Rated**
Expires: **02/28/2019**

Franklin Child Care
2170001302

★★★★★

Type: **Child Care Center**
Program Status: **Open**
Expires:
SUTQ Status: **Not Rated**
Expires:



Step 2: Manage Programs

Click **Manage Programs**

The screenshot shows the OCLQS Portal dashboard. At the top left is the logo for the Ohio Department of Education and Department of Job and Family Services, with the text "Ohio Department of Education" and "Ohio Department of Job and Family Services". To the right are navigation links: "Dashboard", "Messages", "Documents", and "Add System User". The main content area features two cards. The left card is for "Corporate Child Care" with address "123 Main, Columbus, OH 43210", "Status: Licensed", and "Expires: N/A". A red box highlights the "Manage Programs" button at the bottom of this card, with a red callout bubble containing the text "Click **Manage Programs**". The right card is for "Step Up To Quality Summary" with the "step up to quality" logo, "Status: Rated", and "Expires: 02/28/2019". A "Manage SUTQ" button is at the bottom of this card.

Step 3: Initiate PFCC Agreement

Click **Initiate PFCC Agreement & Financials**

The screenshot shows the OCLQS Portal program page for "Busy Bees Family Child Care" with "Program Number: 2190020026". At the top left is the logo for the Ohio Department of Education and Department of Job and Family Services, with the text "Ohio Department of Education" and "Ohio Department of Job and Family Services". To the right are navigation links: "Dashboard", "Messages", "Documents", and "Add System User". The main content area features a grid of buttons: "Initiate PFCC Agreement & Financials" (highlighted with a red box and a red callout bubble containing the text "Click **Initiate PFCC Agreement & Financials**"), "Request Amendment", "Request Closure", "Update PFCC Agreement & Financial", and "Update Program Information". To the right is a "Step Up To Quality Summary" card with the "step up to quality" logo, "Status: Rated", and "Expires: 04/10/2022". A "Manage SUTQ" button is at the bottom of this card. Below the buttons is a "Program Reports" section with a dropdown arrow. It contains a table with two columns: "Name of the Face Certificate" and "Report". The table has two rows: "License Face Certificate" with a download icon, and "SUTQ Face Certificate" with a download icon.



Step 4: Enter Information

Make appropriate selections from the drop-down boxes in the **Provider Agreement** and **Accreditations** sections.

Note: The Provider Agreement has to be opened prior to the drop-down boxes populating.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Application for Provider Agreement

Provider Agreement Documentation Review & Sign

Provider Agreement

PFCC Provider Agreements must be established by all licensed, approved, or certified programs in order to be eligible to provide publicly funded child care services and receive payment for them from the State of Ohio.

Accreditation

Programs who have an affiliation with one of the State Approved Accrediting Bodies listed in this section may be eligible for a payment bump if their association is confirmed and active. Programs are required to submit supportive documentation of their current affiliation. Once this information is approved the program will receive an email.

* Will you be or are you currently providing PFCC?
--Select--

* Please Acknowledge the [Provider Agreement](#).
--Select--

* ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)	ACSI Expiry Date
--Select--	
* COGNIA/ADVANCED EDUCATION, INC (COGNIA)	COGNIA Expiry Date
--Select--	
* COUNCIL OF ACCREDITATION (COA)	COA Expiry Date
--Select--	
* NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDUCATION PROGRAM (NAC)	NAC Expiry Date
--Select--	
* NATIONAL ASSOCIATION FOR FAMILY CHILD CARE ACCREDITATION (NAFCC)	NAFCC Expiry Date
--Select--	
* NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)	NAEYC Expiry Date
--Select--	
* NATIONAL EARLY CHILDHOOD PROGRAM ACREDITATION (NECPA)	NECPA Expiry Date
--Select--	



Step 5: Enter Additional Information

- 1) Enter **Bank Information** and **Tax Information**.
- 2) Click **Save and Continue**.

Bank Information

Programs who complete a PFCC provider Agreement and want be able to receive electronic payments should enter their bank information. If you may find this information at the bottom of a person's check. When entering this data, include numbers including leading zeros for the routing and account number. The routing number is the first numbers listed on the bottom of a check and the Account number is the second set of numbers. You may also contact your bank for assistance.

Tax Information

Programs who complete a PFCC provider Agreement must complete the tax information section and supply the State with their W-9 tax form. The link to the IRS website to download the instructions and the latest W-9 form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Additionally, programs who have not obtained or wish to gain an EIN number instead of using their SSNs for their tax id may go to this IRS link for that option at : <https://sa.www4.irs.gov/modiein/individual/index.jsp>

Once this information is submitted and approved by the CCIDS Business Unit, the program will receive an email.

* Bank Type

* Account Type

* Bank Name

* Routing Number

* Account Number

Name on Account

* Federal Tax Id Type

* Federal Tax Id Number

* Tax Owner Name

* Tax Owner Mailing Address

Tax Owner Mailing Address 2

* Tax Owner City

* Tax Owner State

* Tax Owner Zip Code

* Tax Owner Email

* Tax Owner Phone Number



Step 6: Attach Required Documents

Click on the first available document button.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Application for Provider Agreement

Provider Agreement **Documentation** Review & Sign

Required Documentation List

- ACSI Accreditation Form
- NAC Accreditation Form
- NAFCC Accreditation Form
- COGNIA Accreditation Form
- COA Accreditation Form
- NECPA Accreditation Form
- NAEYC Accreditation Form
- W-9 Form

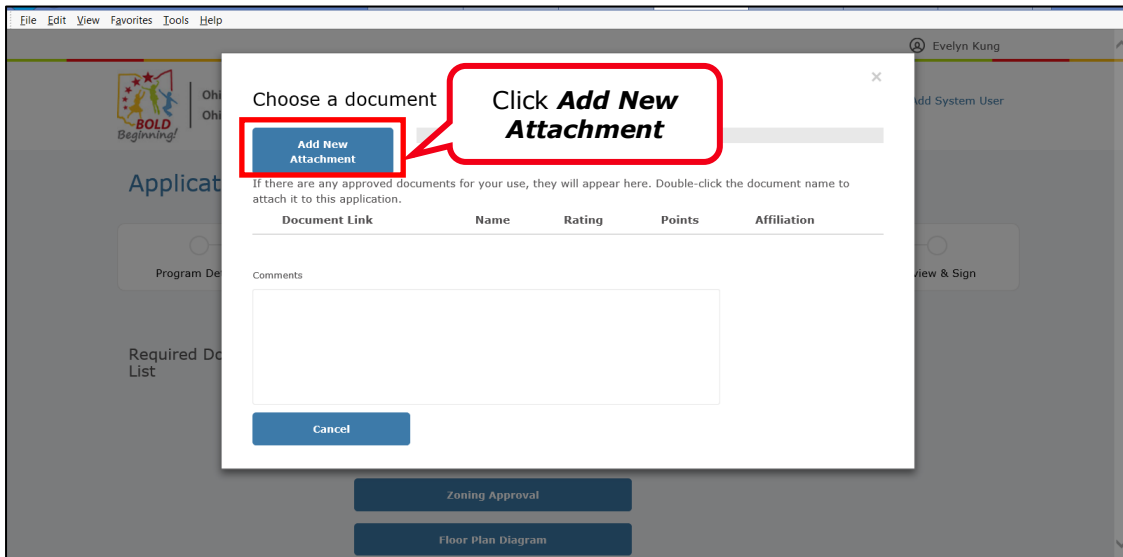
Save & Finish Later Save and Continue Download Report

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Step 7: Click Add New Attachment

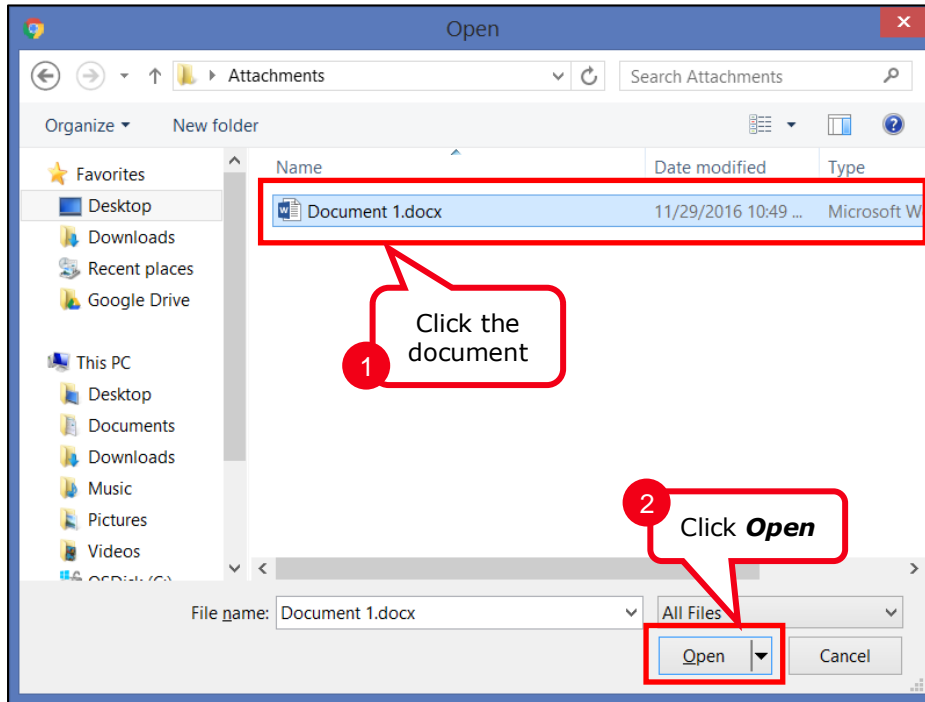
Click **Add New Attachment**.



Step 8: Select Document

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

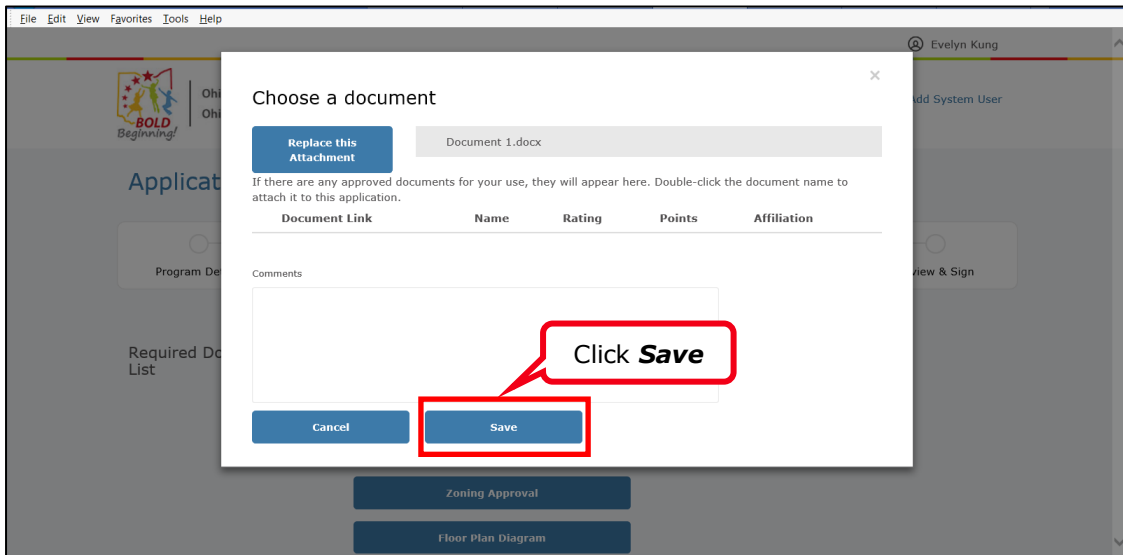
Note: The view of this step will vary depending on the internet browser you are using.





Step 9: Save the Attached Document

Click **Save**.





Step 10: Attach Other Required Documents

1. Repeat Steps 6 to 9 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.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Application for Provider Agreement

Provider Agreement **Documentation** Review & Sign

Required Documentation List

✓ ACSI Accreditation Form (added)	Document 1.pdf
✓ NAC Accreditation Form (added)	Document 1.pdf
✓ NAFCC Accreditation Form (added)	Document 1.pdf
✓ COGNIA Accreditation Form (added)	Document 1.pdf
✓ COA Accreditation Form (added)	Document 1.pdf
✓ NECPA Accreditation Form (added)	Document 1.pdf
✓ NAEYC Accreditation Form (added)	Document 1.pdf
✓ W-9 Form (added)	Document 1.pdf

Save & Finish Later **Save and Continue** Download Report

Click **Save and Continue**

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Step 11: Review and Sign

1. Check the **Electronic Signature** box if you agree with statement.
2. Enter your full name.
3. Click **Submit**.

The screenshot shows the 'Application for Provider Agreement' page. At the top, there is a progress bar with three steps: 'Provider Agreement', 'Documentation', and 'Review & Sign'. The 'Review & Sign' step is currently active. Below the progress bar, there are three callouts:

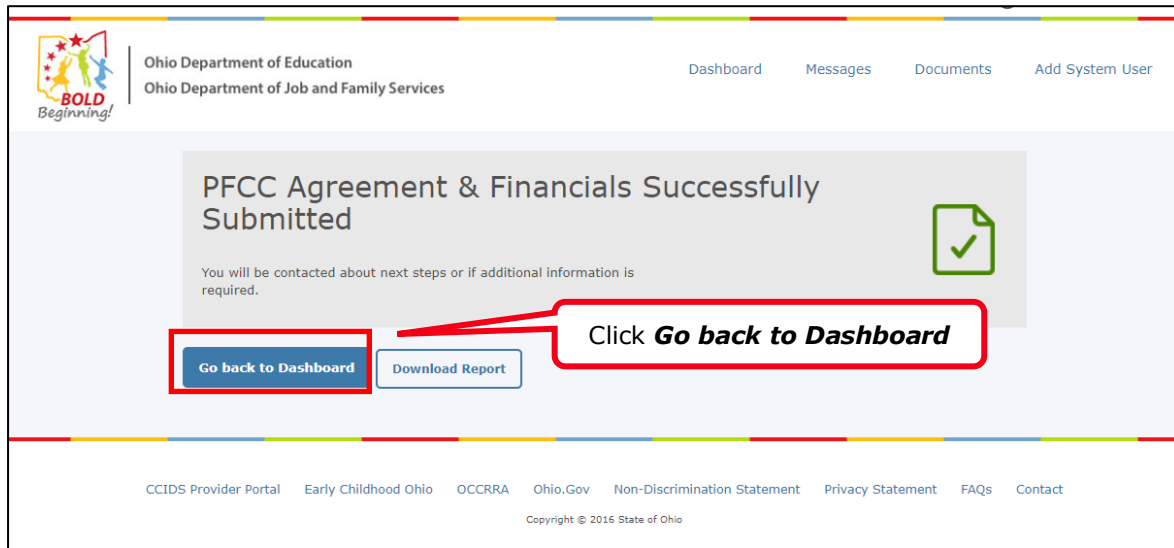
- 1**: A red callout box labeled 'Check box' points to a checkbox in the 'Electronic Signature' section. The checkbox is currently unchecked. The text next to it reads: "I certify under penalty of perjury that my answers are true and accurate to the best of my knowledge. By checking this box, I understand that I am signing this application electronically."
- 2**: A red callout box labeled 'Enter full name' points to an empty text input field labeled 'Enter Your Name:'.
- 3**: A red callout box labeled 'Click **Submit**' points to a blue 'Submit' button.

Other visible elements include the 'Save & Finish Later' button, the 'Name' field (filled with 'Patricia Bechstein'), the 'Submission Date' field (filled with '11/25/2020, 11:46 AM'), and the 'Submit Your Application' section. The footer contains links for 'CCIDS Provider Portal', 'Early Childhood Ohio', 'OCCRRA', 'Ohio.Gov', 'Non-Discrimination Statement', 'Privacy Statement', 'FAQs', and 'Contact', along with a copyright notice for 2016 State of Ohio.



Step 12: Return to Dashboard

Click **Go back to Dashboard**.



The process of applying to be a publicly funded for child care (PFCC) program in the OCLQS Portal is complete.