

Emailed May 22, 2020

Dear Provider,

By June 7, 2020, licensed centers, licensed family child care homes, certified IHAs and approved day camps are being asked to notify the Ohio Department of Job and Family Services (ODJFS) and the county agency via the Ohio Child Licensing and Quality System (OCLQS) of their intent to reopen. All programs who plan to reopen must enter the date they plan to open in OCLQS. Any program that has not updated OCLQS by June 7, 2020 at 11:59 pm will be put into temporary closure status by ODJFS.

OCLQS has been enhanced to allow for programs to enter if they are going to open and the date they plan to open under the new guidelines effective May 31, 2020. A desk aid is attached to this email and is also posted on the provider pandemic webpage to assist you with this process.

By June 7, 2020, your program must do one of the following:

**If reopening:**

- Log into OCLQS.
- Complete the "Notice of Reopening" information by checking yes and add the date you plan to reopen.
- A desk aid is attached and is available at the following link <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>

**If you are planning to reopen, but unsure of the date or if you are unsure if you will reopen:**

- Log into OCLQS.
- Complete the "Notice of Reopening" information by choosing yes and adding 9/30/2020 as the reopen date. You should change this date once you determine your exact reopening date.
- A desk aid is attached and is available through the following link <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>
- Additionally, your program needs to request a temporary closure in OCLQS using "Manage Programs" and "Request Closure". A desk aid is available through the following link <http://earlychildhoodohio.org/sutq/pdf/OCLQSLicensureClosureRequest.pdf>
- Programs who report a reopen date after 8/1/2020 will be placed in temporary closure status and will need to request the status be changed when it is time to reopen the program.
- When it is time for your program to open, remove the temporary closure status by following the desk aid to reopen which is available through the following link <http://earlychildhoodohio.org/sutq/pdf/OCLQSLicenseReOpenRequest.pdf>.

**If your program is not reopening:**

- Log into OCLQS.
- Complete the "Notice of Reopening" information by checking no. A desk aid is attached and is available through the following link <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>
- Additionally, your program needs to request a permanent closure in OCLQS using "Manage Programs" and "Request Closure". A desk aid is available through the following link <http://earlychildhoodohio.org/sutq/pdf/OCLQSLicensureClosureRequest.pdf>

If you have questions about OCLQS functionality please contact the CCIDS Business Unit at 1-877-302-2347, option 1.