



## Pandemic Support Payment Grant Application

### 1. Sign into your Registry Profile

- Go to <https://registry.occrra.org/> and sign in
- If you have access to the Organization Dashboard, you will find it in the dropdown menu under your name
- If you believe you should have access to the organization and do not, check with the owner or administrator of the program
- Any requests for access to the Organization Dashboard should be on company e-mail or letterhead and include the program license number, and the name and OPIN for the person needing access
- Requests should be directed to [Registry@occrra.org](mailto:Registry@occrra.org)

### 2. Click on Organization Dashboard

- You will select an organization that you have access to manage
- The only available options are those organizations to which you have access
- Once you have selected the program, the Organization Dashboard will open



Ohio Child Care  
Resource & Referral  
Association

### 3. Dashboard Options

- a. From the left navigation menu click on Applications

The screenshot shows the Occrra Organization Dashboard for Xjfs Test Center (License # 2170014188). The dashboard includes a left navigation menu with options like Dashboard, Classrooms, Applications, Reports, Current Employees, and Former Employees. The main content area is titled 'ORGANIZATION DASHBOARD' and features several sections:

- Enrollment:** A table showing enrollment by age group (Infant, Toddler, Preschool) and time type (Full Time, Part Time).
- Capacity:** A table showing capacity for 'Under 30 Months' and 'Total'.
- Employees:** A section for employee management.
- Step Up To Quality:** A section indicating the center's current quality rating (3 stars).
- Facility Information:** A section providing details about the center, including address, license number, director, and owner.
- Resources:** A sidebar with links to various resources like Background Notifications, Childcare Finder, Early Learning Resources Ohio, OCLQS, ODE Early Learning, ODJFS Child Care Website, and SUTQ Info.

- b. Once you have clicked on Applications, a new screen opens
- c. Click on New Pandemic Payment Support Application (screenshot on next page)

2760 Airport Dr., Suite 160  
Columbus, OH 43219  
614-396-5959 • 877-547-6978  
614-396-5960 Fax • occrra.org



The screenshot shows the Occrra web application interface. At the top, there is a dark blue header with the Occrra logo, the word "RESOURCES", and user information: "0 ITEMS", "3" notifications, and "MICHELLE ADMINISTRATOR". On the left is a vertical navigation menu with icons for Dashboard, Classrooms, Applications (highlighted), Reports, Current Employees, and Former Employees. The main content area is titled "Xjfs Test Center (License # 2170014188)". It features three sections: "MENTORSHIP APPLICATIONS" with a table and buttons for "New Mentee App" and "New Mentor App"; "OHIO HEALTHY PROGRAMS (OHP) APPLICATIONS" with a table and a "Create Application" button; and "PANDEMIC SUPPORT PAYMENT APPLICATIONS" with a table and a "New Pandemic App" button.

#### 4. Pandemic Support Payment Applications

- a. Pandemic Support Payment applications will automatically calculate the support payment based upon program capacity and SUTQ Star Rating in OCLQS
  - i. If there are any discrepancies or questions on the program capacity and rating information in the application, you will need to contact the ODJFS Child Care Help Desk at [childcarepolicy@jfs.ohio.gov](mailto:childcarepolicy@jfs.ohio.gov). **The information in the application can not be changed by OCCRRA staff.**
  - ii. OCCRRA receives capacity information and rating information from ODJFS on a daily basis, and any changes made in OCLQS will not be made in the OPR until the next business day
- b. Pandemic Support Payment applications are based off the ODJFS Child Care Manual Procedure Letters and can be quickly accessed from <https://ocrra.org/>



## 5. Application

- a. Once the application is open, you will find all of the information on the person filling out the application, the program information, program capacity and rating auto-fill and cannot be changed
- b. Please note: There will be one application for June available now
  - i. Programs that will apply in June and July will create a new application in July once the July window to apply is open

The screenshot shows the Occrra website interface. On the left is a navigation menu with icons for Dashboard, Classrooms, Applications, Reports, Current Employees, and Former Employees. The top navigation bar includes the Occrra logo, the word 'RESOURCES', a shopping cart icon with '0 ITEMS', a notification icon with '3', and the user name 'MICHELLE ADMINISTRATOR'. The main content area is titled 'Pandemic Support Payment Application Status' and displays the following information:

Organization: Xjfs Test Center	Approved Date:
Current Status: <span style="background-color: orange; color: white; padding: 2px;">Draft</span>	Submitted Date:

Below this is the heading 'Pandemic Support Payment Application - Center'. The main application form is titled 'Pandemic Support Payment Application' and contains the following fields:

**Program Details**

First Name: Michelle	Last Name: Administrator	OPIN: 11141621
Professional Email: occrratest-12@yahoo.com	Role/Title:	
Program Name: Xjfs Test Center	License Number: 2170014188	
Administrator/s:		
Phone: (614)752-0735	Address: 4200 E Fifth Ave.	
City: Columbus	State: Oh	Zip: 43219-0000
	County: Franklin	

At the bottom of the form, there is an 'Application Month' dropdown menu with the following options:

- Please Choose -
- Please Choose -
- Pandemic Support for June**
- Pandemic Support for July



Ohio Child Care  
Resource & Referral  
Association

## 6. Grant Calculations for Centers

- a. Enter the date your program will re-open
- b. Enter your enrollment numbers for the two week period prior to the application submission
  - i. Reminder: children included in your enrollment numbers must have been in attendance one day within the prior two week period
- c. Application will automatically determine your grant amount based upon enrollment numbers and will fill in the amount in your application
- d. Please refer to the charts in the [ODJFS Child Care Manual Procedure Letter for Center Pandemic Payment Calculations](#)

### Grant Calculations

Enter Program Opening Date (on or after May 31, 2020)	<input type="text"/>
Program Type	<input type="text" value="Jfscenter"/>
SUTQ Rating	<input type="text" value="3"/>
Maximum Capacity	<input type="text" value="0"/>

Enter enrollment informaion	PFCC	Private Pay	Total
Infant	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Toddler	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
PreSchool	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
School Age	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Based on the information above, your grant amount is:

2760 Airport Dr., Suite 160  
Columbus, OH 43219  
614-396-5959 • 877-547-6978  
614-396-5960 Fax • [ocrra.org](http://ocrra.org)



Ohio Child Care  
Resource & Referral  
Association

### 7. Grant Calculations for Day Camps, In-Home Aides, Type A and Type B Homes

- a. Enter the date your program will re-open
- b. Application will automatically determine your grant and fill in the amount in the application
- c. Please refer to the charts in the [ODJFS Family Child Care Manual Procedure Letter for Type A, Type B, Day Camps and In-Home Aides Pandemic Payment Calculations](#)

#### Grant Calculations

Enter Program Opening Date (on or after May 31, 2020)	<input type="text"/>
Program Type	Type-a Home
SUTQ Rating	3
Maximum Capacity	0
Based on the information above, your grant amount is:	\$0.00

### 8. W9 Requirement

- a. In order for OCCRRA to process and provide payments, the program will need to submit a completed W9 form
- b. A link to the form is available in the application
- c. Complete the W9 and upload the completed form into the application by clicking on Choose File, find the file in your computer/phone and then Click on Upload to add the file to your application

#### W-9 Upload (The current W-9 form can be located at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

**Instructions:** Use the "Choose File" button to find your file. Click the "Upload" button to add it to your application. (The system currently accepts: 'png','jpg','gif','pdf')

<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
File Name	Action

2760 Airport Dr., Suite 160  
Columbus, OH 43219  
614-396-5959 • 877-547-6978  
614-396-5960 Fax • [occrra.org](http://occrra.org)



### 8. Attestation Statements

- a. Read and agree to the statements in the Attestation Section of the application
- b. Complete the application with your electronic signature
- c. You can save the application to submit later or once complete, click on submit
- d. Center Attestation Section

**Application Attestation**

By checking this box, I agree to the following:

- I attest that the Information provided in this application is true and accurate to the best of my knowledge.
- I understand that I will need to provide attendance information for the enrollment information provided in this application.
- I understand that I will need to complete a reconciliation for the funding provided through this grant. If I do not comply, my program will need to return the funds.
- I understand that I will need to keep receipts and documentation for purchases made with these funds that will be uploaded in the reconciliation described in the prior bullet.

Electronic Signature

2020-05-31 12:40:59  
Submitted Date

[Save](#) [Submit Application](#)

- e. Type A, Type B Homes, Day Camps and In-Home Aides Attestation Section

**Application Attestation**

By checking this box, I agree to the following:

- I attest that the Information provided in this application is true and accurate to the best of my knowledge.
- I understand that I will need to complete a reconciliation for the funding provided through this grant. If I do not comply, my program will need to return the funds.
- I understand that I will need to keep receipts and documentation for purchases made with these funds that will be uploaded in the reconciliation described in the prior bullet.

Electronic Signature

2020-05-30 11:11:28  
Submitted Date

[Close](#)



Ohio Child Care  
Resource & Referral  
Association

## **9. Application Processing**

- a. Completed applications with required documentation will be processed in the order received
- b. Review and payment processes should take no more than twenty (20) business days

**For complete information on the Pandemic Payment Support Grant please refer to <https://ocrra.org/> for direct links to Frequently Asked Questions and ODJFS Manual Procedure Letters.**

2760 Airport Dr., Suite 160  
Columbus, OH 43219  
614-396-5959 • 877-547-6978  
614-396-5960 Fax • [ocrra.org](http://ocrra.org)