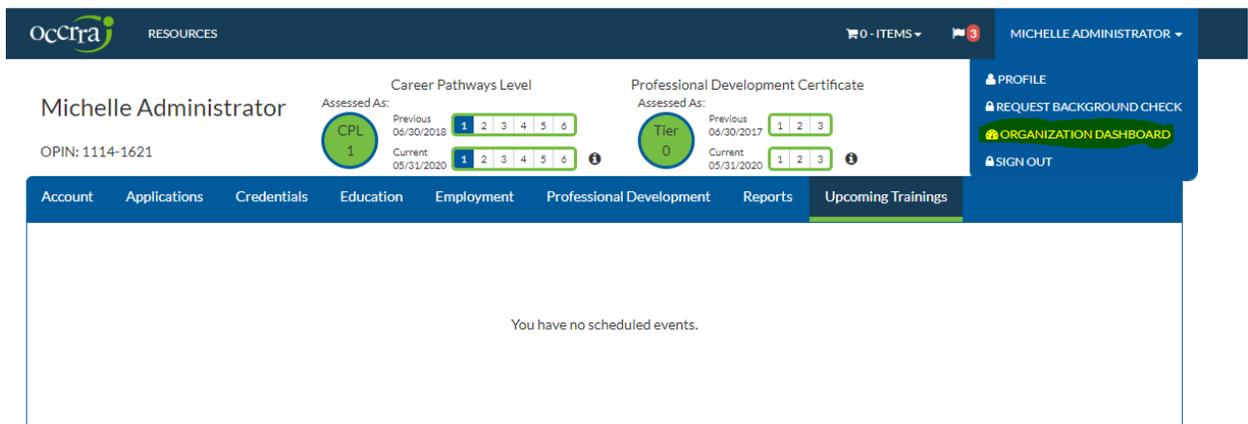
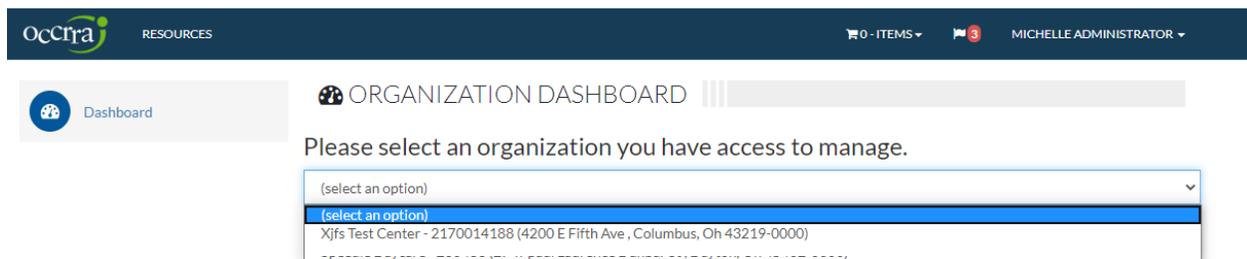


Pandemic Support Payment Reconciliation User Guide for CENTERS (Reconciliation for Pandemic Support Payment Grants)

1. Sign into your Registry Profile
 - a. Go to <https://registry.occrra.org/> and sign in
 - b. Click on your Organization Dashboard



2. Click on Organization Dashboard
 - a. You will select the organization that you will be completing a reconciliation for the approved pandemic support payment grant





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3. From the left navigation menu click on Applications

ORGANIZATION DASHBOARD

Xjfs Test Center (License # 2170014188) [Change Org](#)

Enrollment			Capacity	Employees
	Infant	Toddler	Under 30 Months	Total:
Full Time			0	
Part Time			0	

★ Step Up To Quality

Great work! You are a currently a **3★** center!

Facility Information

Xjfs Test Center	
Address	4200 E Fifth Ave , Columbus, Oh 43219-0000
License #	2170014188
Director	
Owner	

Resources

- Background Notifications
- Childcare Finder
- Early Learning Resources Ohio
- OCLQS
- ODE Early Learning
- ODJFS Child Care Website
- SUTQ info



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4. Application Screen

- a. On the Application screen, under Pandemic Support Payment Applications, a link to the Reconciliation is available for approved applications
- b. Click on Add Reconciliation

Test for Occrra - Jfscenter (License # 9999999900)

MENTORSHIP APPLICATIONS

Application Name	Project	Submitted Date	Approved Date	Status	Action
+ New Mentee App + New Mentor App					

OHIO HEALTHY PROGRAMS (OHP) APPLICATIONS

Application Name	Approved Date	Expiration Date	Status	Action
New OHP Application				Create Application

PANDEMIC SUPPORT PAYMENT APPLICATIONS

Application Name	Project	Submitted Date	Approved Date	Status	Action
Pandemic Application	JULY2020	2020/06/30	2020/06/30	Approved!	View + Add Reconciliation



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5. Reconciliation Application

- a. The top section of the reconciliation form is pre-populated from the Pandemic Support Payment Grant

Pandemic Support Reconciliation - Center

Pandemic Support Reconciliation

Program Details

First Name	Last Name	OPIN	
Mary Beth	Test	11081527	
Professional Email	Role/Title		
system@ocrra.org	Driver		
Program Name	License Number		
Test for Occrra - Jfscenter	9999999900		
Administrator/s			
Phone	Address		
(000)000-0000	2760 Airport Drive, Suite 160,		
City	State	Zip	County
Columbus	Oh	43219	Franklin

Grant Information

Project month	Reopening Date	Submission Date (Modified Date)
JULY2020	2020-06-22	2020-06-30 13:18:03
Total Enrollment Number (Centers Only)	Total Grant Amount Received	
0	\$250.00	



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b. Expense Calculations –In this section, you will fill in the amount of money spent in each Expense Category. The award amount will adjust to indicate the amount, if any, remaining from the grant. As you complete each category, please note that your receipts and documentation will support the amounts spent.

Expense Calculations

	COVID-19 Award	Ratio Support Award	Totals
Grant Amount	\$250.00	\$0.00	\$250.00
Expense Categories			
Personnel working in reopened classrooms:	0	0	0
Classroom Dividers	0	0	0
Cleaning Supplies	0	0	0
PPE (masks, gloves, face shields, barriers)	0	0	0
Temporary Sinks	0	0	0
Thermometers	0	0	0
Other	0	0	0
Amount Remaining	250	0	250

c. Attendance Upload – In this section, you will upload the Attendance Cover Sheet and Attendance Documentation. To complete the Attendance Cover Sheet, download it from the link, complete the form, save it. Save your Attendance Documentation. To add both of these forms to your reconciliation, click on Choose File, then select your file. Next, you MUST CLICK UPLOAD in order to upload your file into the Reconciliation.

Attendance Upload (Please download Attendance Cover Sheet at this link. Complete the cover sheet, save it, and upload the completed form here.)

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')

Choose File No file chosen Upload

File Name	Action



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d. Expense Documentation – In this section, you will Upload your expense documentation. You may take a picture of your receipts/documentation or scan and save them as a PDF. To add the expense documentation to this section, click on Choose File, then select your file. Next, you MUST CLICK UPLOAD in order to upload your file into the Reconciliation.

Expense Documentation Upload

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



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e. Reconciliation Attestation

- a. In this section, you will check the attestation statements. Please note: the fourth box will only appear in the case where you have not spent all grant funds in the expense categories and need to pay back any unspent funds. Please sign the application and click Submit. Look for the Success Message notifying you that you have submitted your application.

Application Attestation

By checking this box, I agree to the following:

- I attest that the information provided in this reconciliation is true and accurate to the best of my knowledge.
- I provided documentation for the purchases claimed in this reconciliation. I have clearly marked the corresponding expense category on my documentation.
- I understand that I will need to keep receipts and documentation for purchases made with these funds that will be uploaded in the reconciliation.
- I understand that I will need to repay

Electronic Signature

Submitted Date

Save Draft

Submit Application

6. Reconciliation 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 and Reconciliation Process please refer to <https://occrra.org/> for direct links to Frequently Asked Questions and ODJFS Manual Procedure Letters.