



## OCLQS Portal – Update Customary Rates

### Description:

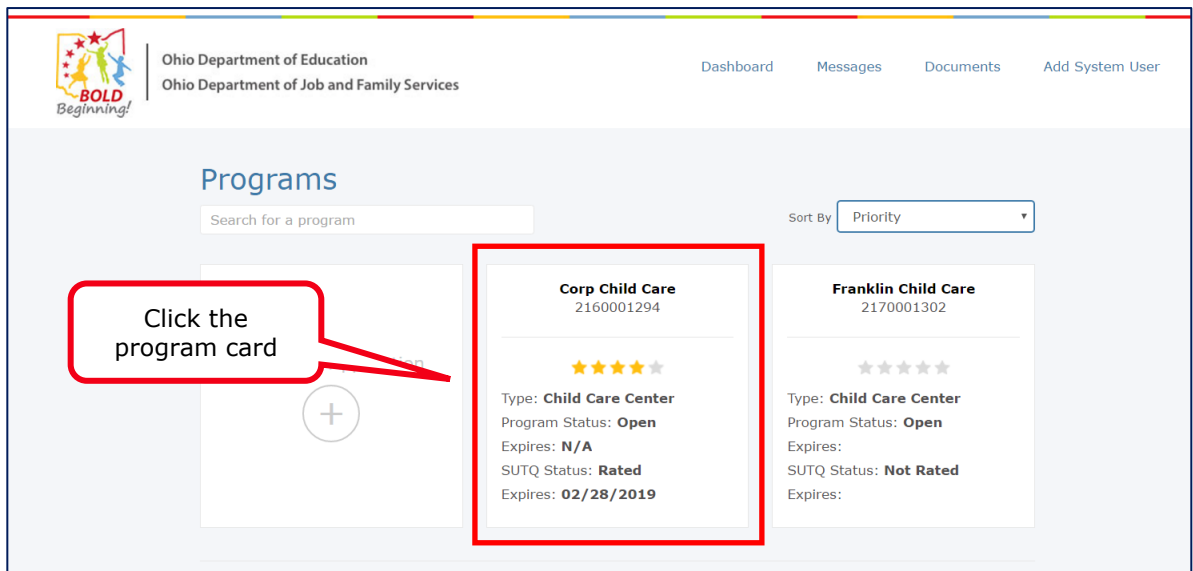
This Job Aid describes the process to Update Customary Rates in the OCLQS Portal.

### Related Job Aid(s):

- OCLQS Portal – PFCC Application
- OCLQS Portal – Account Management

### Step 1: Select the Program

- Log in to the OCLQS Portal
  - For information on OCLQS Portal login, refer to the **OCLQS Portal – Account Management Job Aid**.
- Click anywhere on the program card.





## 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. The top right has 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 details: 123 Main, Columbus, OH 43210. It shows a status of 'Licensed' and an expiration of 'N/A'. A red box highlights the 'Manage Programs' button at the bottom of this card. A red callout bubble points to this button with the text 'Click **Manage Programs**'. The right card is for 'Step Up To Quality Summary' with a status of 'Rated' and an expiration of '02/28/2019'. It has a 'Manage SUTQ' button at the bottom.

## Step 3: Update PFCC Agreement & Financial

Click **Update PFCC Agreement & Financial**.

The screenshot shows the program page for 'Busy Bees Family Child Care' with Program Number 2200022565. The top navigation is the same as the dashboard. The main content area has two cards. The left card has a 'FLIP' icon and two buttons: 'Revise Application' and 'Update PFCC Agreement & Financial'. The 'Update PFCC Agreement & Financial' button is highlighted with a red box. A red callout bubble points to this button with the text 'Click **Update PFCC Agreement & Financial**'. The right card shows the 'step up to quality' logo, a status of 'Not Rated', and an expiration field. It has a 'Register for Step Up To Quality' button at the bottom. Below the cards is a section for 'Licensing Inspections' with a table header: Date of Inspection, Type, Corrective Action Plan(s), Full Report, and Non-Compliance Summary.



## Step 4: Update Customary Rates

Click **Update Customary Rates**.

The screenshot shows the 'Update Information' page of the OCLQS Portal. The page header includes the logo and the text 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. There are links for 'Dashboard', 'Messages', and 'Documents'. The main content area lists five update options, each with a description and a button:

- End PFCC Agreement**: Use this functionality to end your PFCC provider agreement. Button: **End PFCC Agreement**
- Update Banking**: Use this functionality to add or update Bank Information. Button: **Update Banking**
- Update Tax**: Use this functionality to add or update Tax Information. Button: **Update Tax**
- Update Accreditation**: Use this functionality to add or update Accreditation. Button: **Update Accreditation**
- Update Customary Rates**: Use this functionality to add or update Customary Rates. Button: **Update Customary Rates**

A red callout bubble points to the 'Update Customary Rates' button with the text: **Click *Update Customary Rates***

The footer contains links: CCIDS Provider Portal, Early Childhood Ohio, OCCRRA, Ohio.Gov, Non-Discrimination Statement, Privacy Statement, FAQs, Contact. Copyright © 2016 State of Ohio.

## Step 5: Enter Information

- 1) Enter information in the **Provider Customary Rates** and **Registration fees** sections.
- 2) Click **Save and Continue**.



Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Update Customary Rates

Provider Customary Rates Documentation Review & Sign

**Provider Customary Rates**

Ohio Administrative Code requires programs licensed, approved, or certified with the State of Ohio to provide their current customary rates charged to the public for child care services. Rates for all age categories need to be provided in a weekly Full-Time, Part-Time, and Hourly format and should include additional amounts for non-traditional care if applicable. If your program does not serve an age category enter \$0.00 into all three fields. However, it is recommended that you establish a rate for each age group even if you do not currently serve that age range. This will ensure proper payment in the event you begin to care for a child in a previously unserved category.

	Infant	Toddler	Preschool	School Age	Summer School Age
Full-Time Weekly	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00
Part-Time Weekly	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00
Hourly	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00

**Registration Fees**

A program may choose to charge a registration fee outside the normal rate of a family's tuition. If so, the program must report the amount charged and how it is charged (per child or per family).

Do you charge private pay families a registration fee that is not part of their regular tuition?  
Yes

Is this fee assessed per child or per family?  
Per Child

Registration Fee amount (\$)  
14.00

Save Save & Finish Later **Save and Continue** Cancel

Click **Save and Continue**

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## Step 6: Documentation Tab

Click **Save and Continue**.

*Note: Typically, no additional documents will be required for this transaction.*

The screenshot shows the 'Update Customary Rates' interface. At the top, there is a navigation bar with the logo and the text 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. To the right are links for 'Dashboard', 'Messages', 'Documents', and 'Add System User'. Below this is a progress indicator with three steps: 'Provider Customary Rates', 'Documentation' (which is the current step and has a green circle), and 'Review & Sign'. Under the 'Documentation' step, it says 'No documents are required to submit this request'. At the bottom of this section are four buttons: 'Save', 'Save & Finish Later', 'Save and Continue' (highlighted with a red box), and 'Cancel'. A red callout bubble points to the 'Save and Continue' button with the text 'Click **Save and Continue**'. At the very bottom of the page, there is a footer with links for 'CCIDS Provider Portal', 'Early Childhood Ohio', 'OCCRRA', 'Ohio.Gov', 'Non-Discrimination Statement', 'Privacy Statement', 'FAQs', and 'Contact', along with the copyright notice 'Copyright © 2016 State of Ohio'.



## Step 7: Review and Sign

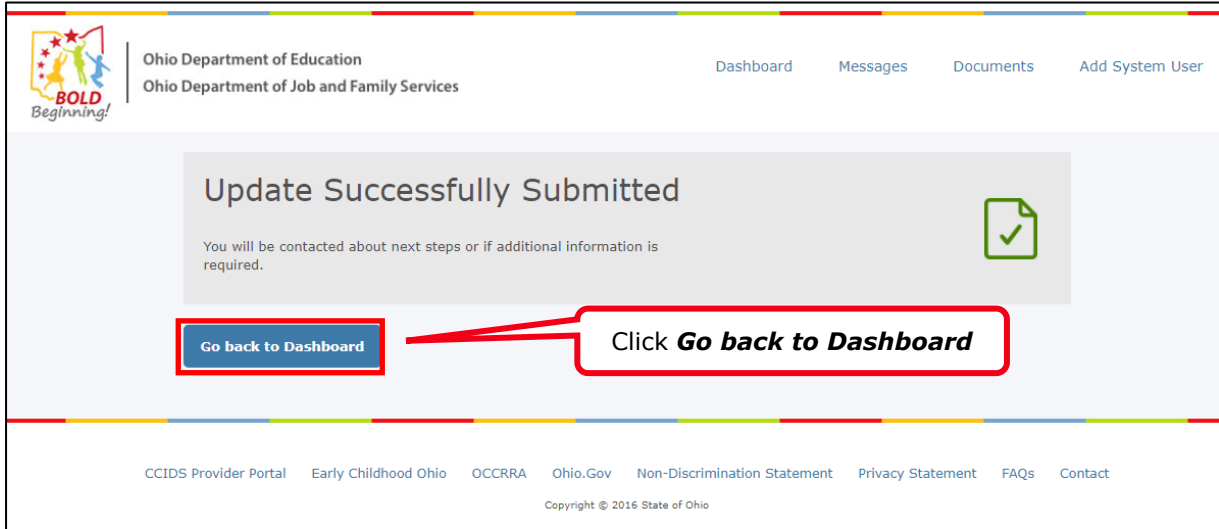
- 1) Check the **Electronic Signature** box if you agree with the statement.
- 2) Enter your full name.
- 3) Click **Submit**.

The screenshot shows the 'Update Customary Rates' page. At the top, there is a progress bar with three steps: 'Provider Customary Rates', 'Documentation', and 'Review & Sign'. The 'Review & Sign' step is currently active. Below the progress bar, the 'Review' section is marked as 'Completed'. The 'Electronic Signature' section contains a checkbox with the text: '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.' Below this is a statement: 'By electronically signing below, I hereby attest that the information contained in this application is truthful and correct under penalty of perjury. This application may be withdrawn at any time if the applicant so desires.' There are two input fields: 'Name' (containing 'Patricia Bechstein') and 'Submission Date' (containing '11/25/2020, 2:52 PM'). Below these is a large empty text box labeled 'Enter Your Name'. At the bottom, there are two buttons: 'Save & Finish Later' and 'Submit'. 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 8: Return to Dashboard

Click **Go back to Dashboard**.



The process to Update Customary Rates in the OCLQS Portal is complete.