Pandemic Support Payment Grant Application

1. **Sign into your Registry Profile**
   a. Go to [https://registry.occrra.org/](https://registry.occrra.org/) and sign in
   b. If you have access to the Organization Dashboard, you will find it in the dropdown menu under your name
   c. If you believe you should have access to the organization and do not, check with the owner or administrator of the program
   d. 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
   e. Requests should be directed to Registry@occrra.org

2. **Click on Organization Dashboard**
   a. You will select an organization that you have access to manage
   b. The only available options are those organizations to which you have access
   c. Once you have selected the program, the Organization Dashboard will open
3. **Dashboard Options**
   a. From the left navigation menu click on Applications
   
   b. Once you have clicked on Applications, a new screen opens
   c. Click on New Pandemic Payment Support Application
      (screenshot on next page)
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. 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://occrra.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
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
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

8. W9 Requirement
   a. In order for OCCRRRA 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
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

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