Foster Care Recruitment & Retention Agency Organization Dashboard/Application User Guide

Foster Care Recruitment & Retention Licensing Agency Organization Dashboard and Application Instructions

In order to access the Foster Care Recruitment & Retention Grant Applications, you will need to have first created your profile and contacted the Ohio Professional Registry (OPR) with your OPIN to be granted permission to the application portal for your agency. If those steps have been completed, please follow these directions to access the applications in the OPR.

Access to this dashboard is determined by your role as Foster Care Recruitment & Retention Licensing Agency Designee

Sign into your Registry Profile
Go to www.occrra.org and sign in.
Once permission is granted you will see Organization Dashboard in the dropdown menu under your name.
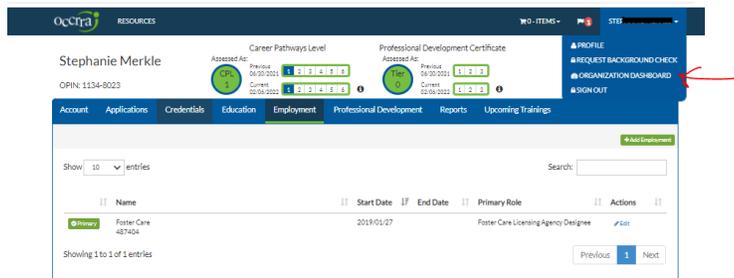
Click on Organization Dashboard and Select the organization.

Ohio Child Care
Resource & Referral Association

After you click on your agency name, the Application Portal will open on the screen. Select the + Foster Care Recruitment & Retention Application
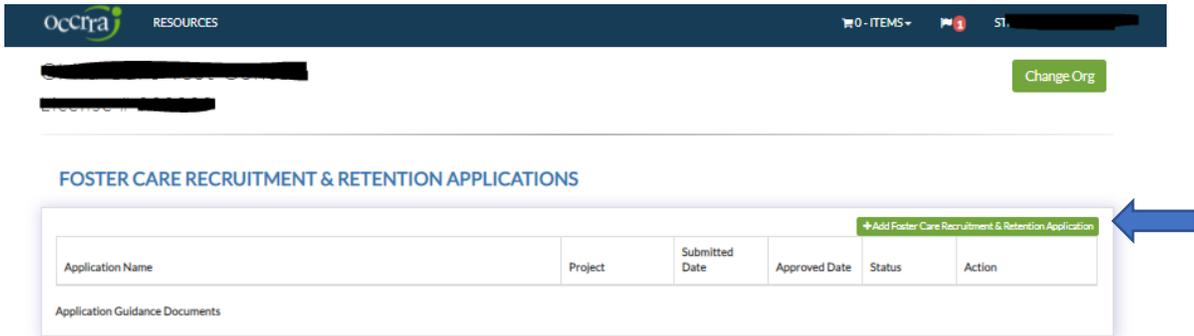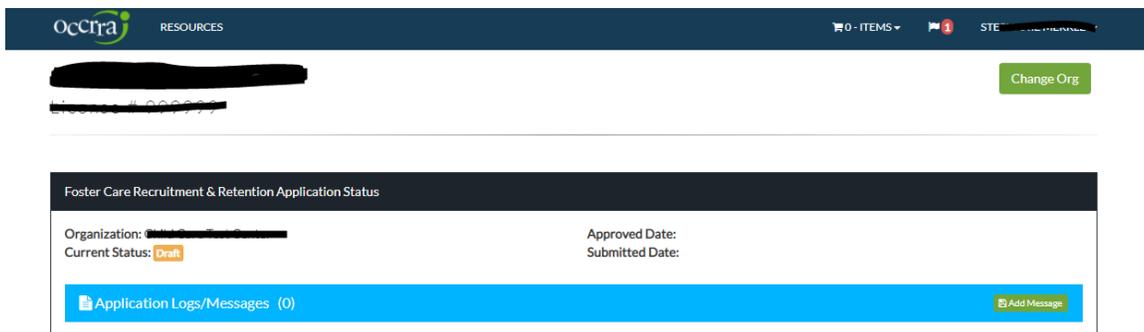

Foster Care Recruitment & Retention Application will open on the screen:
The Agency information in the application is pre-populated from the data provided to the OPR from ODJFS.
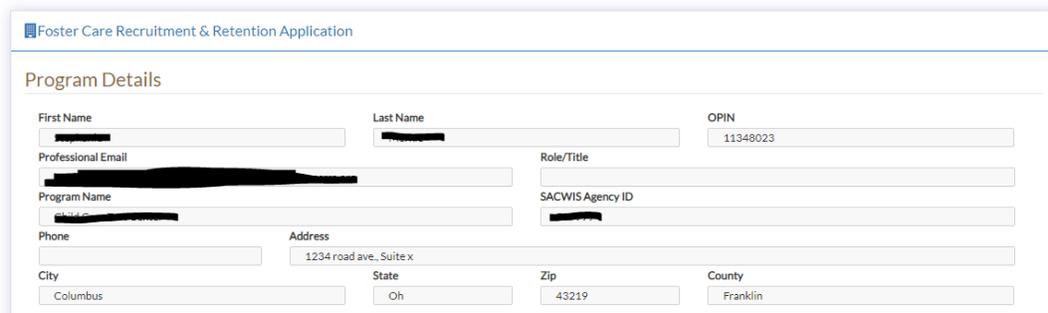
Recruitment and Retention Plan Sections
Recruitment and Retention sections are where agency designee will select one or more Activity for the grant funding (minimum of one activity required to apply).

Recruitment Activities:
Each recruitment activity is listed in the application
Choose the activity and the details section will open for completion, including SFY22 and SFY 23 budget, brief statement of agency plan and an upload feature to upload a PDF file outlining the agency plan for the selected activity and any supporting documentation. Choose file to upload then click on Upload button to add the file to the application.
Keep each section that you have selected open in the application.

Recruitment

In this section, please outline your Agency Plan in the applicable Recruitment Activity Sections below. Click the check box to apply for the specific activity and the screen will open and provide data entry fields for SFY 22 and SFY23 Budget Amounts, a text field for a brief statement of your activity plan and an uploader to upload a PDF document outlining the detailed agency plan for the specific activity.

☑ Section 1 - Develop/Implement or enhance/expand a targeted recruitment strategy aimed at recruiting families able to foster harder to place youth and/or treatment level youth

| Budget SFY22 | 0.00 | Budget SFY23 | 0.00 |

Please provide a brief statement outlining the Agency Plan to complete this activity. Upload a detailed plan using the Upload feature in this section.

| Choose File | No file chosen | Upload |

| File Name | Action |

☐ Section 2 - Hire a staff person responsible for recruiting foster families

☐ Section 3 - Hire a staff person who would be a point person for foster care applicants from inquiry through certification to increase the number of families that become certified

☐ Section 4 - Offer incentives to existing foster families who refer others who become certified foster parents and take placement of at least one youth for a minimum period of time

☐ Section 5 - Other – please detail on application

Retention Activities

Choose the activity and the details section will open for completion, including SFY22 and SFY 23 budget, brief statement of agency plan and an upload feature to upload a PDF file outlining the agency plan for the selected activity and any supporting documentation.

Retention

In this section, please outline your Agency Plan in the applicable Retention Activity Sections below. Click the check box to apply for the specific activity and the screen will open and provide data entry fields for SFY 22 and SFY23 Budget Amounts, a text field for a brief statement of your activity plan and an uploader to upload a PDF document outlining the detailed agency plan for the specific activity.

☐ Section 1 - Develop/Implement or enhance/expand a peer-to-peer mentorship program for new foster parents

☐ Section 2 - Develop/Implement or enhance/expand other supports for foster parent including support groups/Facebook group

☑ Section 3 - Develop/purchase or enhance trauma training for foster parents

Budget SFY22 `0.00`   Budget SFY23 `0.00`

Please provide a brief statement outlining the Agency Plan to complete this activity. Upload a detailed plan using the Upload feature in this section.

[Choose File] No file chosen   [Upload]

File Name   Action

☐ Section 4 - Offer incentives to foster parents who recertify and have had at least one placement in their current certification period (agency can set other additional parameters)

☐ Section 5 - Offer incentives to family foster homes who become certified as a treatment home

☐ Section 6 - Offer incentives to foster parents who foster teens or large sibling groups

☐ Section 7 - Develop or enhance/expand foster parent recognition activities/events that could include community businesses offering free or discounted services to foster parentsand youth

Funding

This section displays the amount of funding requested by SFY. If you request more than maximum allowed funding, the application will not be able to be submitted. This section will also display if the agency did request the maximum allowable funding. If needed, make changes to the dollar amounts in the application prior to submission.

Funding

Requested SFY22	Maximum SFY22	Remaining SFY22	Requested SFY23	Maximum SFY23	Remaining SFY23
$250000.00	$200000.00	**$-50000.00**	$200000.00	$200000.00	$0.00

Your total has exceeded your Maximum Allowed Funding for SFY22.

After editing:

Funding

Requested SFY22	Maximum SFY22	Remaining SFY22	Requested SFY23	Maximum SFY23	Remaining SFY23
$200000.00	$200000.00	$0.00	$200000.00	$200000.00	$0.00

Budget Upload - Upload all budget documents in this section:

Budget Upload *Please submit all budget documents in this section to support all selected activities in this application.*

Choose File	No file chosen	Upload
File Name		**Action**

W-9 Upload – Agency IRS W-9 form must be provided to OCCRRA for payment processing. OCCRRA will pay agency by check. Please note: After application is approved, OCCRRA invoices ODJFS for the funding to pay the agency. It may take up until the end of the following month after approval for payment to be released. A link to irs.gov is available in the application to access a W-9 form. Note: upload a signed W-9 form to the application.

W-9 Upload *(The current W-9 form can be located at https://www.irs.gov/pub/irs-pdf/fw9.pdf) Please upload a signed W-9, this form is required by OCCRRA in order to process the FC Menu of Services - 2nd Opportunity payment(s). Make sure that the current October 2018 version of the W-9 is signed and uploaded. If a previous version is uploaded, it will be returned for updating.*

Choose File	No file chosen	Upload
File Name		**Action**

Application Attestation – Agency Designee must agree to the attestation statements and electronically sign the application. Application can be saved as a draft and available for completion prior to submission. Application Status will be indicated in the application queue. Draft applications can be edited, submitted applications are viewable, but not editable.

Application Attestation

My signature below indicates that I understand the following about the use of these funds:

☐ The funds must be used to support recruitment and retention activities as described in my agency's approval plan.

☐ The funds must be used on new services/programs or to enhance existing services/programs.

☐ The SFY2022 funds listed in my detailed budget must be provided by June 30th, 2022 and must be liquidated by September 30, 2022. The SFY2023 funds listed in my detailed budget must be provided by June 30th, 2023 and must be liquidated by September 30, 2023.

☐ Detailed progress reports regarding the implementation of the activities approved must be submitted by the below dates to receive/maintain any SFY2023 funds. The first progress report must include either data regarding the measurable outcomes in my agency's approved plan or details regarding when data will be available on the measurable outcomes. The second and third progress reports must include data regarding the measurable outcomes in my agency's approved plan.

    o First Progress Report: 6/3/2022
    o Second Progress Report: 12/30/2022
    o Third Progress Report: 6/2/2023

Electronic Signature [   ]

Submitted Date [   ]

[💾 Save Draft] [➜ Submit Application]

Notifications - You will receive a pop-up notice if any information is not complete when you try to submit the application. The system will only allow completed applications to be submitted. In this case you will see the success message:
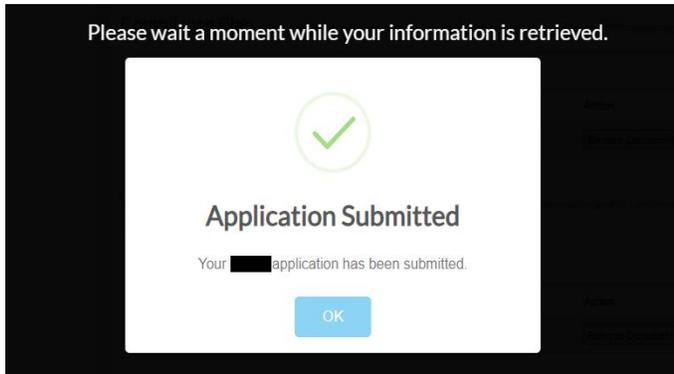
You will also be notified in your OPR Profile when the application has been submitted, when the application has been reviewed, approved, requires additional information or is unable to verify. Notifications will be in your profile, and the OPR will send you an e-mail once a day when any notifications have been added. Submitted applications are viewable, but not editable.

ODJFS state agency staff will be reviewing and processing Foster Care Recruitment & Retention applications. If you have any questions regarding Foster Care Recruitment & Retention plans, allowable expenses or application approval, please contact your state agency staff.

If you have questions about your OPR Profile or access to the Organization Dashboard and application, please contact support@occrra.org.