

Ohio Certification for Agencies and Families (OCAF)

Community User Guide



Ohio | Department of
Job and Family Services

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Overview

This article describes how to complete an application for Foster Care and/or Adoption in the **Ohio Certification for Agencies and Families (OCAF)** system as a prospective resource family.

You began your journey by reaching out to a certified foster/adoption agency in Ohio or submitting an inquiry through [Foster Care and Adoption in Ohio | Ohio.gov](#). After the inquiry is successfully submitted in the system, an email will be sent to you which will allow you to sign up for an OH|ID.

Note: An **OH|ID** is an online user account that provides a secure, personalized experience for Ohioans to interact with multiple state agencies, programs, and services – all with a single username and password. After creating this **OH|ID**, the system will grant you access to the **OCAF** system.

The Application requires comprehensive information and can take substantial time to complete.

Tip: Click on **Save for Later** button if you need to continue working on the application later in the future. You will receive the following confirmation message on the screen to confirm your save:




The following information and documents may be helpful to have on hand for each applicant while filling out the Application:

- Driver's License or State ID
- Car Insurance, if applicable
- Residential History for the last 10 years, including dates when occupancy began and ended
- Employment History for the last 10 years, including dates when employment began and ended
- Dates of previous marriages and divorces
- Dates of previous military service
- Dates of any criminal charges/convictions
- Names of previous foster care/adoption agencies you've worked with

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- Details of any previous contact or experience you've had with child welfare agencies.
- Name, Address, Email and Phone numbers of two non-Relatives and one Relative who can serve as references.

As you move through the OCAF Website, you will periodically see this informational icon (). Hovering over the icon with your mouse arrow will bring up a text box containing more details about the question, guiding you on the data that should be entered.

PETS AT HOME

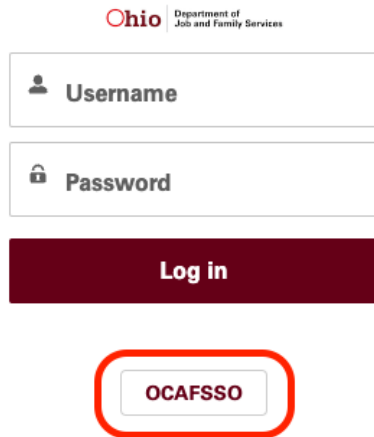
* Are there any pets in the home?

**Vaccinations, licenses, vicious animal restrictions,
etc.**

* Do Pets meet Local Safety Requirements? 

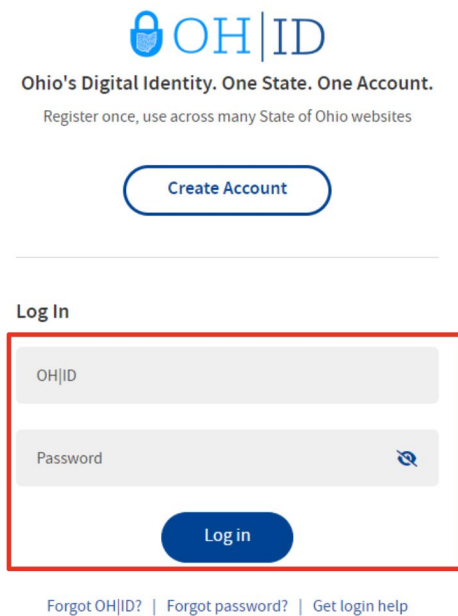
Logging In

1. Click the link in your account confirmation email, which will navigate you to the OCAF website.
2. Click on the **OCAFSSO** button



The screenshot shows the OCAFSSO login interface. At the top left is the Ohio Department of Job and Family Services logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A dark red 'Log in' button is positioned below the password field. A red rounded rectangle highlights the 'OCAFSSO' button located below the 'Log in' button.

3. The **OHID Login** screen appears

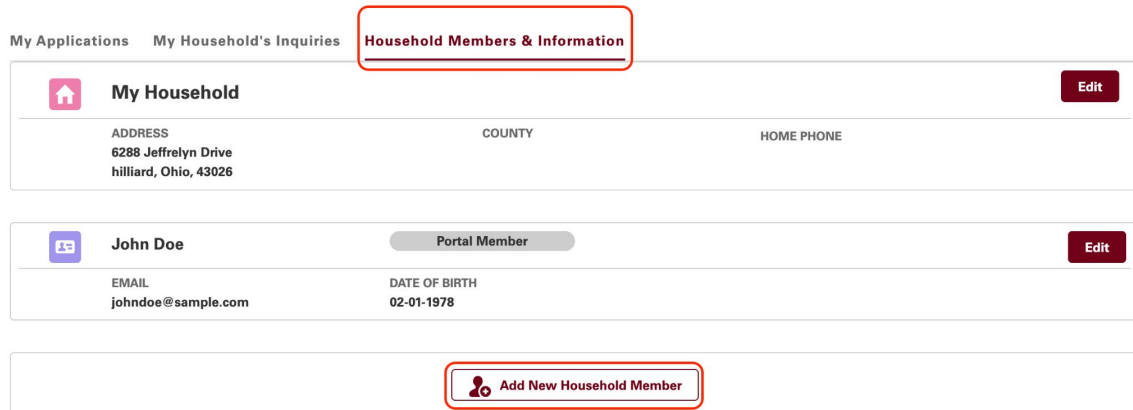


The screenshot shows the OHID Login screen. At the top is the OH|ID logo with a padlock icon and the text 'Ohio's Digital Identity. One State. One Account. Register once, use across many State of Ohio websites'. Below this is a blue 'Create Account' button. A horizontal line separates this from the 'Log In' section. The 'Log In' section has a red rounded rectangle around it, containing an 'OH|ID' input field, a 'Password' input field with a visibility icon, and a blue 'Log in' button. At the bottom of the 'Log In' section are links for 'Forgot OH|ID?', 'Forgot password?', and 'Get login help'.

4. Enter your **OH|ID** and **Password**
5. Select **Log in**
6. The main landing page for the OCAF system appears.

Creating an Application

1. Read the **Privacy Statement**
2. At the bottom of the page, click the tab for **Household Members & Information**
3. Review the Name, Email, and Date of Birth information entered about you. You will be able to edit this information later in the application if needed.
4. You have the option to add other applicant(s) and household members at this point from within the Home Page, or you can do it from within the application. If you prefer to add the applicant or household member at this point, please follow the instructions below.
5. If there is anyone living in the home besides you, click the button **Add New Household Member** to add their information.



My Applications My Household's Inquiries **Household Members & Information**

My Household Edit

ADDRESS: 6288 Jeffreylyn Drive, hilliard, Ohio, 43026 COUNTY HOME PHONE

John Doe Portal Member Edit

EMAIL: johndoe@sample.com DATE OF BIRTH: 02-01-1978

Add New Household Member

6. Repeat this process for each person living in the home, which can include:
 - Additional Applicants - any adult residing at the same address who wishes to foster and/or adopt. This can include a spouse or a related or non-related adult who will complete pre-service training and play an active role in parenting youth placed in the home. There can be up to 5 total Applicants in a home.
 - Adult Household Members - any individual 18+ years old residing at the same address who does not wish to foster and/or adopt. They will not be required to take pre-service training but will be interviewed and undergo background checks.
 - Child Household Members - any youth residing in the home ages 0-17, full or part-time, whether related or non-related to you
7. When **Add New Household Member** is selected, The **Household Member Information** form appears. Enter the Applicant/Household Member Information (**Important:** Any question marked by a red asterisk (*) requires an entry and the system will not allow you to move forward until it has been filled in or selected.
 - First Name (*required*)

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- Middle Name/Initial
- Last Name (*required*)
- Maiden Name
- Email
- Cell Phone
- Work Phone
- Driver's License Number
- Emergency Contact Name
- Emergency Contact Phone
- Date of Birth (*required*)
- Gender (*required*)
- Race (*required*)
- Ethnic Background (Hispanic/Latino) (*required*)
- Highest School Grade Completed (*required*)
- Area of Specialized Education
- Marital Status
- Employer or Source of Income
- Years with this Employer
- Occupation
- Gross Annual Income
- Days/Hours of Work

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- Click **Save** to retain the entered information or **X** icon to cancel changes/delete the entered information.

Household Member Information

* First Name Middle Name/Initial * Last Name

Maiden Name

Email Cell Phone Work Phone

Driver's License Number

EMERGENCY CONTACT

Emergency Contact Name Emergency Contact Phone

DEMOGRAPHIC INFORMATION

* Date of Birth * Gender

* Race * Ethnic Background (Hispanic/Latino)

* Highest School Grade Completed Area of Specialized Education

Marital Status

EMPLOYMENT INFORMATION

Employer or Source of Income Years with this Employer

Occupation Gross Annual Income ⓘ

Days/Hours of Work

Save

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11. Once you have entered all the Household Applicants and Members, to launch application, click on **Apply for Foster Care or Adoption Certification**.



12. Review the **Application Instruction**, select the Certification Application Type that is relevant to you, and click **Create Application** to continue. (**Note:** If you have an existing active Foster Care or Adoption and Foster Care Application, you will only see Adoption as the only available option).




Foster Care or Adoption Application

Application Instructions

Please note that you may submit multiple applications to become an adoptive parent, but only one foster care application.

For additional help with your application, please click on the "OCAF Community User Guide" link at the top of any page. Alternatively, an agent is available for chat M-F between the hours of 8:00 AM - 4:30 PM Eastern Time.

* What type of application are you applying for?

 Foster Care	 Adoption	 Adoption and Foster Care
--	---	---

Cancel **Create Application**

Completing an Application

The OCAF Application consists of 11 separate steps or pages which can be completed by clicking on the Save and Continue button on each page.

- The step will display a checkmark (✓) after all requirements for that step have been fulfilled.
- The step you are currently viewing will show a blue In Progress indicator (●)

To move on to the next step, you will need to complete the existing step. You may move between steps by clicking **Previous** or **Save & Continue**.

Step 1 - Primary Applicant

1. Upon entering the Application, the system will navigate you to the Primary Applicant step initially. (**Important:** Any question marked by a red asterisk (*) requires an entry and the system will not allow you to move forward until it has been filled in or selected).
2. The Primary Applicant Information collects your basic and historical information. Enter the following information for each section:
 - a. Primary Applicant
 - i. First Name (*required*)
 - ii. Middle Name
 - iii. Last Name (*required*)
 - iv. Maiden Name
 - v. Email (*required*)
 - vi. Cell Phone (*both Cell Phone and Work Phone are marked as required; if one is filled in, the other one is no longer required*)
 - vii. Work Phone
 - viii. Driver's License Number (*required*)
 - ix. Completed Pre-Service Training (*required*)
 - b. Emergency Information
 - i. Emergency Contact Name (*required*)
 - ii. Emergency Contact Phone (*required*)
 - c. Demographic Information
 - i. Date of Birth (*required* - Applicant must be 18 years or older)
 - ii. Gender (*required*)
 - iii. Race (*required*)

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- iv. Ethnic Background (Hispanic/Latino) (*required*)
- v. Highest School Grade Completed (*required*)
- vi. Areas of Specialized Education

APPLICATION NUMBER	APPLICATION TYPE	STATUS
IA-0000000159	Adoption	New

Primary Applicant

* First Name: Middle Name: * Last Name:

Maiden Name:

* Email: * Cell Phone: Work Phone:

* Driver's License Number: * Completed Pre-Service Training:

EMERGENCY INFORMATION

* Emergency Contact Name: * Emergency Contact Phone:

DEMOGRAPHIC INFORMATION

* Date of Birth: * Gender:

* Race: * Ethnic Background (Hispanic/Latino):

* Highest School Grade Completed: Areas of Specialized Education:

Steps

- Primary Applicant
- Other Applicants
- Household Information
- Home Arrangements
- Interest & Experience
- References
- Agency Information
- Statement of Understanding
- Statement Of Assurances
- Signatures

3. The Background History consists of 5 separate sections where Applicants should document information for each category. Under **Military History**, answer the question **Do you have any military history?** If you select **Yes**, follow the next sub-steps, otherwise you may proceed.
 - a. Click the **Add Military History** button.
 - b. Fill-out the information below:
 - i. Military Branch (*required*)
 - ii. Date Entered Military (*required*)
 - iii. Date Discharged
 - iv. Type of Discharge (*required if date discharged is populated*)
 - v. Explanation for Other Discharge (*required if Type of Discharge is 'Other'*)
 - c. Click **Save** to commit this information OR click **Cancel** to remove the entered information and return to the **Primary Applicant** page.
 - d. Repeat the process above to enter Primary Applicant's Military History information.

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MILITARY HISTORY

* Do you have any military history?



4. Under **Criminal History**, answer the question **Do you have any criminal history?** If you select **Yes**, follow the next sub-steps, otherwise you may proceed.
 - a. Click the **Add Criminal History** button.
 - b. Fill-out the information below:
 - i. Offense (*required*)
 - ii. City of Offense (*required*)
 - iii. State of Offense (*required*)
 - iv. Convicted? (*required*)
 - v. Date of Conviction/Adjudication (*required if Applicant is Convicted*)
 - vi. Sentence (*required if Applicant is Convicted*)
 - vii. On probation? (*required*)
 - viii. Probation Release Date (*required if Applicant is on Probation*)
 - c. Click **Save** to commit this information OR click **Cancel** to remove the entered information and return to the **Primary Applicant** page.
 - d. Repeat the process above to enter Primary Applicant's Criminal History information.
5. Under **Residential History**, answer the question **Date Moved to Current Residence**. If the date entered is **less than 10 years as of today's date**, follow the next sub-steps, otherwise you may proceed.
 - a. Click **Add Residential History** button.
 - b. Fill-out the information below:
 - i. Was your Previous Address in the US? (*required*)
 - ii. Date Moved to Previous Address
 - iii. Previous Street Address (*required if Previous Address in the US*)
 - iv. Previous City (*required if Previous Address in the US*)
 - v. Previous State (*required if Previous Address in the US*)
 - vi. Previous Zip Code (*required if Previous Address in the US*)
 - vii. Previous Address Outside the US (*required if Previous Address is not in the US*)
 - c. Click **Save** to commit this information OR click **Cancel** to remove the entered information and return to the **Primary Applicant** page.

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- d. Repeat the process above to enter Primary Applicant's Residential History information for the last 10 years.
6. Under **Employment History**, you will be prompted to enter the current Employment/Source of Income status as well as previous employment histories. Enter the information below:
 - a. Are you currently employed or have a source of income? (*required*)
 - b. Name of Employer or Source of Income (*required if applicant is currently employed or have a source of income*)
 - c. Job Title/Occupation (*required if applicant is currently employed or have a source of income*)
 - d. Length with Employer or Source of Income (If 1 year or above, select More than 1 year) (*required if applicant is currently employed or have a source of income*)
 - e. Days/Hours of Work (in a normal work week) (*required if applicant is currently employed or have a source of income*)
 - f. Gross Annual Income (*required if applicant is currently employed or have a source of income*)
 - g. To enter past Employment History, click on **Add Employment History**
 - h. Fill-out the information below:
 - i. Previous Employer (*required*)
 - ii. Job Title/Occupation (*required*)
 - iii. Start Date (*required*)
 - iv. End Date (*required*)
 - i. Click **Save** to commit this information OR click **Cancel** to remove the entered information and return to the **Primary Applicant** page.
 - j. Repeat the process above to enter Primary Applicant's Employment History information for the last 10 years.
7. Under **Relationship History**, you will be asked to enter the current Relationship status as well as any previous relationship history. Enter the information below:
 - a. Marital Status (*required*)
 - b. Date of Marriage
 - c. Previous Marriage/Significant Relationship (*required*)
 - d. If the applicant has any previous marriage or significant relationship, you will be prompted to enter Relationship History. Click on **Add Relationship History** and enter the information below:
 - i. Previous Marriage/Relationship with (*required*)
 - ii. Date Marriage or Relationship Started (*required*)
 - iii. Date of Separation (*required*)
 - iv. Date of Legal Termination (*required*)

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- e. Click **Save** to commit this information OR click **Cancel** to remove the entered information and return to the **Primary Applicant** page.
 - f. Repeat the process above to enter Primary Applicant's Relationship History.
8. Click **Save & Continue** on the Primary Applicant page to save the information and proceed to the next step.

Step 2 - Other Applicants

In the **Other Applicants** step, please enter additional applicants to be included in the application. Note that if the Primary Applicant is married, at least one Other Applicant is required to be entered.

1. First, answer the question: **Do you have any other applicant(s)?** If the answer is **Yes**, you will be prompted to enter at least one other applicant. If the answer is **No**, you are allowed to proceed if your marital status is not married.

Other Applicant(s)

Secondary Applicant is required if the Primary Applicant is Married.

Do you have any other applicant(s)?

-- Clear --

Yes

No

Previous

Save & Continue

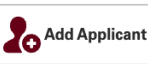
2. To enter additional applicant, click on **Add Applicant**

Other Applicant(s)

Secondary Applicant is required if the Primary Applicant is Married.

Do you have any other applicant(s)?

Yes

 Add Applicant

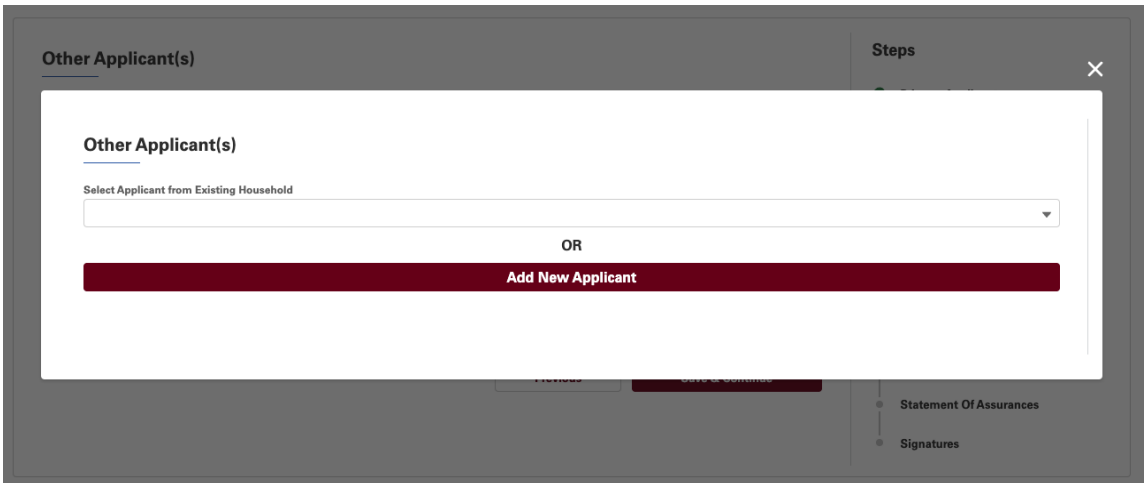
Previous Save & Continue

Steps

- Primary Applicant
- Other Applicant(s)
- Household Information
- Home Arrangements
- Interest & Experience
- References
- Agency Information
- Statement of Understanding
- Statement Of Assurances
- Signatures

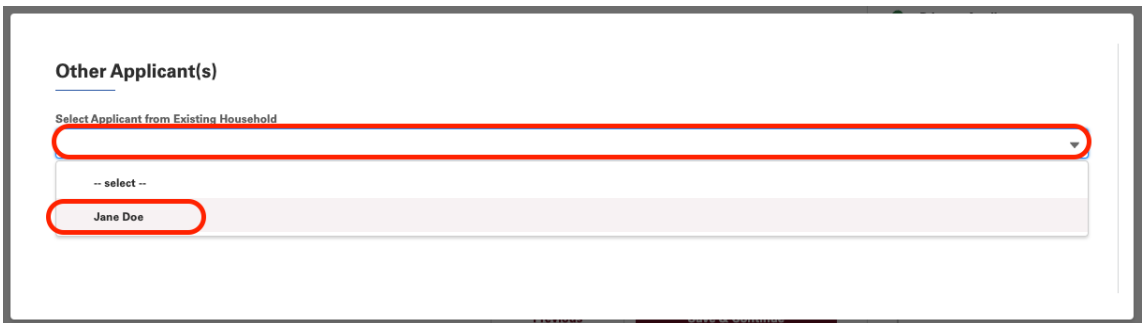
3. If your household has another household member older than 18 years old, you will see the option to **Select Applicant from Existing Household**, otherwise you

can **Add New Applicant**.



The screenshot shows a modal window titled "Other Applicant(s)" with a close button (X) in the top right corner. Inside the modal, there is a section titled "Other Applicant(s)" with a dropdown menu labeled "Select Applicant from Existing Household". Below the dropdown, the word "OR" is centered. A prominent red button labeled "Add New Applicant" is positioned below the "OR" text. To the right of the modal, a "Steps" sidebar is visible, showing "Statement Of Assurances" and "Signatures" as steps in the process.

4. **Selecting an Applicant from Existing Household.** Selecting an Applicant from Existing Household will pre-populate the applicant form with the household member's information. To select an existing household member, click on the dropdown **Select Applicant from Existing Household** and select the household member. Click **Add**.



The screenshot shows the "Other Applicant(s)" form with a dropdown menu labeled "Select Applicant from Existing Household" highlighted with a red border. The dropdown menu is open, showing a list of household members. The first option is "-- select --" and the second option is "Jane Doe", which is also highlighted with a red border.

5. The household member's information will pre-populate the Other Applicant(s) form. Fill in the remaining information and click **Save & Continue**. **Note:** The primary applicant or other applicant aside from this Household Member will see less required information to be entered. When the applicant login to the portal, he/she will be able to enter more required information and background history

information.

Ohio Department of Job and Family Services

Home

Other Applicant(s)

▼ Applicant Details

* First Name Middle Name * Last Name

Maiden Name

* Email Cell Phone Work Phone

Driver's License Number Completed Pre-Service Training?

Relationship to Primary Applicant

EMERGENCY INFORMATION

Emergency Contact Name Emergency Contact Phone

DEMOGRAPHIC INFORMATION

* Date Of Birth * Gender

6. **Adding a New Applicant.** Alternatively, to add a new applicant, click on **Add New Applicant**. This will launch a brand new Other Applicant(s) form.

Other Applicant(s)

Select Applicant from Existing Household

OR

Add New Applicant

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7. Fill in the form with the Applicant's Information and click **Save & Continue**

The screenshot shows a web browser window with the Ohio Department of Job and Family Services logo. The main content is a form titled "Other Applicant(s)". The form is divided into several sections:

- Applicant Details:** Includes fields for First Name, Middle Name, Last Name, Maiden Name, Email, Cell Phone, Work Phone, Driver's License Number, Completed Pre-Service Training?, and Relationship to Primary Applicant.
- EMERGENCY INFORMATION:** Includes fields for Emergency Contact Name and Emergency Contact Phone.
- DEMOGRAPHIC INFORMATION:** Includes fields for Date of Birth and Gender.

8. Once the Other Applicant is added to the application, any logged in applicant can **Edit** or **Remove** the Applicant from the Application:

The screenshot shows the "Other Applicant(s)" form with the following elements:

- Other Applicant(s)** (Section Header)
- Secondary Applicant is required if the Primary Applicant is Married.*
- Do you have any other applicant(s)? (Dropdown menu with "Yes" selected)
- Add Applicant** (Button with a person icon and a plus sign)
- Jane Doe** (Applicant name with a person icon)
- Edit** (Button with a pencil icon)
- Remove from Application** (Button with a trash icon)
- Previous** (Button)
- Save & Continue** (Button)

- **Edit** will launch the Other Applicant(s) form that is pre-populated with existing applicant information.
- **Remove from Application** will remove the selected applicant from the Application form.

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9. When the Other Applicant(s) is logged in and opens the application, within the **Other Applicant(s)** screen, the applicant will see additional mandatory fields and background history information. Fill-in the additional required fields below:

The screenshot shows a web form titled "Other Applicant(s)" with a dropdown arrow. The form is divided into several sections:

- Applicant Details:** Includes fields for First Name (Jane), Middle Name, Last Name (Doe), Maiden Name (Jane Doe), Email (janedoe@sample.com), Cell Phone ((555) 555-5555), Work Phone ((555) 555-5555), Driver's License Number (1234567890), Completed Pre-Service Training? (Yes), and Relationship to Primary Applicant (Sibling).
- EMERGENCY INFORMATION:** Includes fields for Emergency Contact Name (John Doe) and Emergency Contact Phone ((555) 555-5555).
- DEMOGRAPHIC INFORMATION:** Includes fields for Date Of Birth (02-01-1999), Gender (Female), Race, and Ethnic Background (Hispanic/Latino).

- a. Driver's License Number
- b. Completed Pre-Service Training?
- c. Relationship to Primary Applicant
- d. Emergency Contact Name
- e. Emergency Contact Phone

10. Additionally, answer and enter information into the sections below:

- a. Military Information
- b. Criminal Information
- c. Residential Information
- d. Employment Information
- e. Marital/Relationship Information

Note: While the information is not visible and required to the Primary Applicant, the information above is required before submitting the Application.

Step 3 - Household Information

Household members will consist of children ages 0-17, full or part-time, whether related or non-related to you or any individual 18+ years old residing at the same address who does not wish to foster and/or adopt. They will not be required to take pre-service training but will be interviewed and undergo background checks.

In the **Household Information** step, validate the existing Household Information and enter additional household member(s) to be included in the application.

1. Under **Household Information** review the information below and make the necessary changes as needed:
 - a. Street Address (*required*)
 - b. City (*required*)
 - c. State
 - d. Zip Code (*required*)
 - e. County (*required*)
 - f. Home Phone
2. Under **Household Members**, answer the question: **Do you want to add Household Member(s) to the application?** If the answer is **Yes**, you will be prompted to enter at least one Household Member. If the answer is **No**, you will be allowed to proceed

Household Members

* Do you want to add Household Member(s) to the application?

-- Clear --

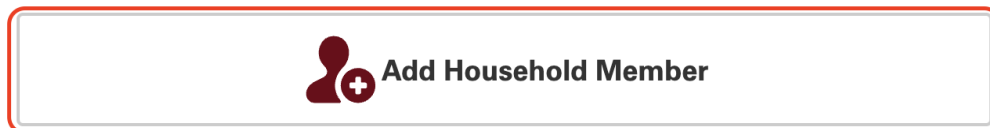
Yes

No

3. To add household member, click on **Add Household Member**

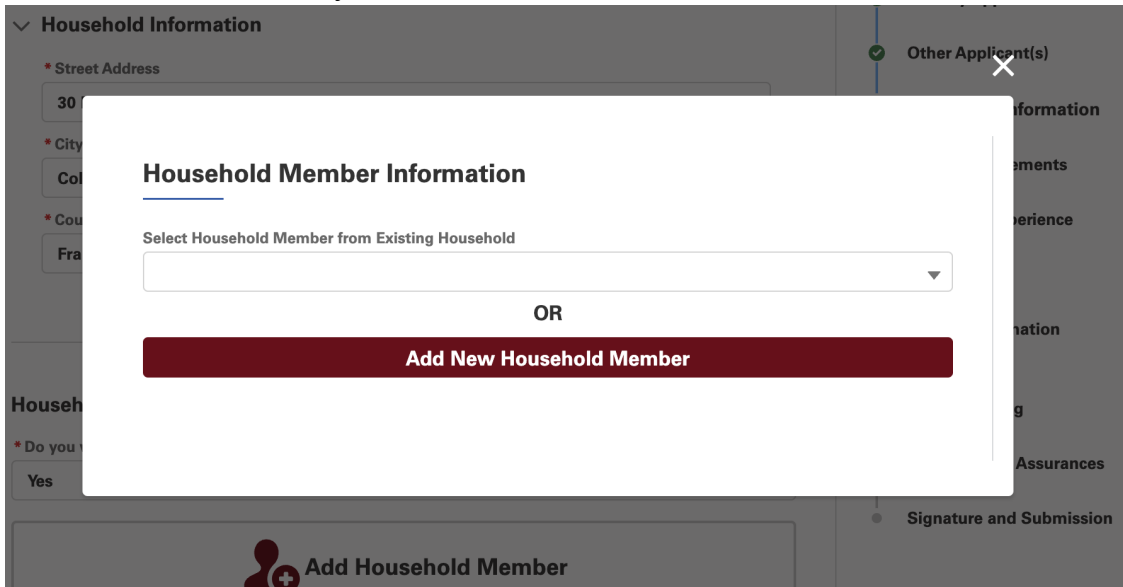
Household Members

* Do you want to add Household Member(s) to the application?



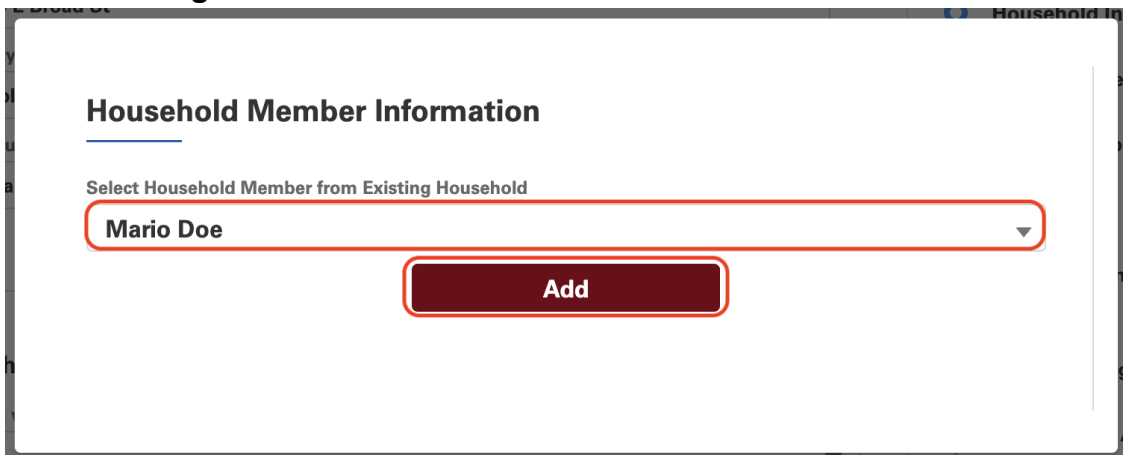
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- If your household has another household member aside from those listed as Applicants, you will see the option to **Select Household Member from Existing Household**, otherwise you can **Add New Household Member**.



The screenshot shows a web form titled "Household Information" with a modal dialog box in the center. The dialog box is titled "Household Member Information" and contains a dropdown menu labeled "Select Household Member from Existing Household" with a downward arrow. Below the dropdown is the word "OR" and a dark red button labeled "Add New Household Member". The background form is partially visible, showing fields for "Street Address", "City", "County", and "Franchise".

- Selecting Household Member from Existing Household.** Selecting a Household Member from Existing Household will pre-populate the Household Member Information form with the household member's information. To select an existing household member, click on the dropdown **Select Household Member from Existing Household** and select the household member. Click **Add**.



The screenshot shows the "Household Member Information" form. The dropdown menu "Select Household Member from Existing Household" is now populated with the name "Mario Doe". Below the dropdown is a dark red button labeled "Add". The form is highlighted with a red border.

- The household member's information will pre-populate the Household Member Information form. Fill in the remaining information and click **Save & Continue**. **Note:** If the Household Member is older than 12 years old, the form will prompt

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you with Criminal History information.

The screenshot shows a web form titled "Household Member Information". It contains several input fields and dropdown menus. The "First Name" field is filled with "Mario", "Last Name" with "Doe", and "Relationship to Primary Applicant" with "Adoptive Child". The "DEMOGRAPHIC INFORMATION" section includes "Date of Birth" (02-01-1996), "Gender" (Male), "Race" (White), "Ethnic Background (Hispanic/Latino)" (Yes), and "Highest School/Grade Completed" (Associate's Degree). The "CRIMINAL HISTORY" section has a dropdown menu for "Do you have any criminal history?" set to "No". A "Save & Continue" button is located at the bottom right.

11. **Adding a New Household Member.** Alternatively, to add a new household member, click on **Add New Household Member**. This will launch a brand new Household Member Information form.

This screenshot shows the top portion of the "Household Member Information" form. It features a dropdown menu labeled "Select Household Member from Existing Household" which is currently empty. Below this menu is the word "OR" centered. A prominent red button with a white border and the text "Add New Household Member" is highlighted with a red rectangle.

12. Fill in the form with the Household Member's Information and click **Save & Continue**

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Household Member Information

* First Name Middle Name/Initial * Last Name

* Relationship to Primary Applicant

DEMOGRAPHIC INFORMATION

* Date of Birth * Gender

* Race * Ethnic Background (Hispanic/Latino)

* Highest School/Grade Completed

[Save & Continue](#)

13. Once the Household Member is added to the application, you can **Edit** or **Remove** the Household Member from the Application:

Household Members

* Do you want to add Household Member(s) to the application?

Yes



Add Household Member



Mario Doe



Edit



Remove from Application

Relationship To Primary Applicant:
Adoptive Child

Date of Birth:
2/1/1996

- **Edit** will launch the Household Member Information form that is pre-populated with existing household member information.
- **Remove from Application** will remove the selected household member from the Application form.

Step 4 - Home Arrangements

- Home Arrangements step consist of 3 sections: Room Description/Sleeping Arrangement, Description of Home, and Vehicles. Start with Room Description/Sleeping Arrangement (**Important:** Repeat this process for each bedroom in your home and indicate where each member of the household is sleeping.)

APPLICATION NUMBER	APPLICATION TYPE	STATUS
IA-000000159	Adoption	New

Home Arrangements

Please enter at least one sleeping arrangement.

Room Description

+ Add Sleeping Arrangement

Description of Home
SMOKING AT HOME
 * Does any family member smoke?

 * Is smoking allowed in the house?

PETS AT HOME
 * Are there any pets in the home?

BUSINESS FROM RESIDENCE
 * Do you operate Business from residence?

OTHER HOME INFORMATION
 * Willing to Obtain Crib at the time an infant is placed in the home?

Vehicles
VEHICLE INFORMATION
 * Type of Vehicles

 One Car
 Two Cars or more

Steps

- Primary Applicant
- Other Applicants
- Household Information
- Home Arrangements
- Interest & Experience
- References
- Agency Information
- Statement of Understanding
- Statement Of Assurances
- Signatures

- Click **Add Sleeping Arrangement**
 - Enter Bedroom Number (*required*)
 - Enter Floor/Level (*required*)
 - Enter Other Floor/Level Description (*required if Floor/Level is set to Other*)
 - Enter Name of Occupants (*required*)
 - Enter Type of Beds (*required*)
 - Enter or Leave Number of Bed Type at default value (*required if the type of bed is selected*)
 - Click **Save** to commit this information and return to **Home Arrangements** step OR Click **Cancel** to remove the entered information and return to the Home Arrangements tab.

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3. The resulting entries will display as they are added. You may **Edit** or **Delete** by clicking on the down arrow and select the menu for each entry.

Home Arrangements

Please enter at least one sleeping arrangement.

Room Description

The screenshot displays a list of room descriptions under the heading 'Room Description'. Each entry includes a house icon, the room number, floor/level, and occupant/bed information. A dropdown arrow is visible on the right of each entry. The second entry has 'Edit' and 'Delete' buttons highlighted with a red circle. At the bottom, there is a plus sign icon and the text 'Add Sleeping Arrangement'.

Room Description	Actions
Bedroom Number: 1 Floor/Level: First Name of Occupants: John Doe Type of Beds: King	Dropdown Arrow
Bedroom Number: 2 Floor/Level: Second Name of Occupants: Jane Doe Type of Beds: Full	Dropdown Arrow, Edit, Delete
+ Add Sleeping Arrangement	

4. Under **Description of Home** section, select **Yes** or **No** to the following questions:
- Does any family member smoke? *(required)*
 - Is smoking allowed in the house? *(required)*
 - Are there any pets in the home *(required)*
 - Enter answer for Description of Pet(s) *(required if there is at least one pet at home)*
 - Answer Yes or No for Do Pets meet Local Safety Requirements *(required if there is at least one pet at home)*
 - Enter explanation for Explain if Safety Requirements not met *(required if pets do not meet local safety requirements)*
 - Do you operate a Business from residence?
 - Answer Yes or No for Adult/Child Care or Rooming House? *(required)*
 - Provide explanation for Business Description *(required)*
 - Provide explanation for Business Impact on Foster/Adopt Plan *(required)*
 - Willing to Obtain Crib at the time an infant is placed in the home *(required)*

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▼ Description of Home

SMOKING AT HOME

* Does any family member smoke?

Yes

* Is smoking allowed in the house?

Yes

PETS AT HOME

* Are there any pets in the home?

Yes

* Description of Pet(s)

Dog

* Do Pets meet Local Safety Requirements? ⓘ

No

* Explain if Safety Requirements not met

Vaccine

BUSINESS FROM RESIDENCE

* Do you operate Business from residence?

Yes

* Adult/Child Care or Rooming House?

No

* Business Description

Online Business

* Business Impact on Foster/Adopt Plan

No Impact

OTHER HOME INFORMATION

* Willing to Obtain Crib at the time an infant is placed in t...

Yes

5. Under **Vehicles** section, provide the following information:
 - a. Type of Vehicles (*required*)
 - b. Are vehicles in operable condition (*required if there is at least one vehicle*)
 - c. If Vehicle not Operable, please explain (*required if vehicle is not in operable condition*)
 - d. Are there infant car seats (*required*)
 - e. Are there toddler car seats (*required*)
 - f. Proof of Insurance for all vehicles? (*required*)
 - g. Name of Insurance Company (*required if proof of insurance exist*)
 - h. Access to Public Transportation (*required*)
 - i. If yes, Miles to nearest Bus or Transit (*required if there is access to Public Transportation*)
 - j. Plan if no Vehicle or Public Transport (*required if no vehicle is selected and there is no access to Public Transportation*)

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∨ Vehicles

VEHICLE INFORMATION

* Type of Vehicles ⓘ

- One Car
- Two Cars or more
- Truck/SUV
- Van
- Recreational Vehicle
- Motorcycle
- Other
- No Vehicles

* Are vehicles in operable condition?

CHILD'S SAFETY

* Are there infant car seats?

* Are there toddler car seats?

INSURANCE INFORMATION

* Proof of Insurance for all vehicles?

* Name of Insurance Company

PUBLIC TRANSPORTATION

* Access to Public Transportation ⓘ

6. Click **Save & Continue** to commit the information to the application or **Previous** to go back to the previous step.

Step 5 - Interest & Experience

1. Interest & Experience step consist of 2 sections: Type of Child Considered and Experience with Children.
2. Under **Type of Child Considered** section, enter the information below:
 - a. Age Range (*required*)
 - b. Number of Children (*required*)
 - c. Gender (*required*)
 - d. Are you applying for a specific child? (*required*)
 - e. Name of Specific child (*required if applying for a specific child*)
 - f. Is child related by Blood or Marriage? (*required if applying for a specific child*)
 - g. Specify Relationship (if applicable) (*required if applying for a specific child*)

Interest & Experience

▼ Type Of Child Considered

*Age Range

- 0-2
- 3-5
- 6-8
- 9-11
- 12-15
- 16-18

*Number Of Children

- One
- Two
- Three or more
- Teen Parent with Child

*Gender

- Male
- Female

▼ Specific Child

* Are you applying for a specific child?

3. Under **Experience with Children** section, answer **Yes** or **No** for the questions:
 - a. Applied/Certified as Foster in any State (*required*)
 - b. Applied/Approved to Adopt in any State (*required*)
 - c. Details of Previous Adoption/Foster (*required if Applied/Certified as Foster or Applied/Approved to Adopt in any state*)
 - d. Household Member apply/certify Foster (*required*)
 - i. Household Member and Foster Agency (*required if Household Member apply or certify for Foster*)
 - e. Household Member apply/approve Adoption (*required*)
 - i. Household Member and Adoption Agency (*required if Household Member apply or approved for Adoption*)
 - f. Experience with Child Welfare Agencies (*required*)

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- i. Details of Child Welfare Experience (*required if applicant has experience with Child Welfare Agencies*)
- g. Experience with Children (not your own) (*required*)

Experience with Children

* Applied/Certified as Foster in any State ⓘ

Yes

* Applied/Approved to Adopt in any State ⓘ

Yes

* Details of Previous Adoption/Foster ⓘ

Example Details

* Household Member apply/certify Foster ⓘ

Yes

* Household Member and Foster Agency ⓘ

Jane Doe, Foster Agency

* Household Member apply/approve Adoption ⓘ

Yes

* Household Member and Adoption Agency ⓘ

Jane Doe, Adoption Agency

* Experience with Child Welfare Agencies? ⓘ

No

* Experience with Children (not your own) ⓘ

Previous Save & Continue

4. Click **Save & Continue** to commit the information to the application or **Previous** to go back to the previous step.

Reminder: Hovering over the informational icons by these questions will provide additional guidance on the answers being sought.

Step 6 - References

1. References step consist of 2 sections: References (Relative and Non-Relative) as well as Adult Child Reference.
2. Under **References**, click on **Add Reference**

3. The Reference screen pops-up:
 - a. Select Reference Type (Non-Relative Reference or Relative Reference) *(required)*
 - b. Enter Reference Name *(required)*
 - c. Enter Relationship *(required)*
 - d. Enter Reference's Street Address *(required)*
 - e. Enter Reference's City *(required)*
 - f. Select Reference's State *(required)*
 - g. Enter Reference's Zip Code *(required)*
 - h. Enter Reference's Email *(required)*
 - i. Enter Reference's Phone *(required)*
 - j. Click **Save** to commit this Reference information and return to the Reference page OR click **Cancel** to remove the entered information and return to the Reference page.
4. Repeat the process until you have entered at least **two Non-Relative References** and **one Relative Reference**.
5. To **Edit** or **Delete** any reference, click on the down arrow and select the menu item.

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References

Applicants must have at least 2 non-relative and 1 relative listed as References. None of the references can live with the applicant(s) in their homes.

	JENNIFER SMITH Reference Type: Non-Relative Reference Relationship: Friend Address: 30 E Broad St, Colum... Email: jennifer.smith@sample.com Phone: 3333333333	 
	CHARLES SMITH Reference Type: Non-Relative Reference Relationship: Friend Address: 30 E Broad St, Colum... Email: charles.smith@sample.com Phone: 3333333333	
	JESSICA DOE Reference Type: Relative Reference Relationship: Sister Address: 30 E Broad St, Columbus, ... Email: jessica.doe@sample.com Phone: 5555555555	
		


6. Under **Adult Child References**, answer the question **Applicant(s) have living adult children?** If the answer is **Yes**, proceed to entering the Adult Child Reference(s)

Adult Child Reference

The state requires references from all adult children of the applicant(s) regardless of where they live or the amount of contact they have with the applicant.

* Applicant(s) have living adult children?

Yes



7. Click on **Add Adult Child Reference**
8. The Adult child Reference screen pops-up:
- Enter Reference Name (*required*)
 - Enter Relationship (*required*)
 - Enter Reference's Street Address (*required*)
 - Enter Reference's City (*required*)
 - Select Reference's State (*required*)
 - Enter Reference's Zip Code (*required*)
 - Enter Reference's Email (*required*)
 - Enter Reference's Phone (*required*)

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- i. Click **Save** to commit this Adult Child Reference information and return to the Reference page OR click **Cancel** to remove the entered information and return to the Reference page.
9. Repeat the process for each Adult Child Reference
10. To **Edit** or **Delete** any adult child reference, click on the down arrow and select the menu item.
11. Click **Save & Continue** to commit the information to the application or **Previous** to go back to the previous step.

Step 7 - Agency Information

1. Select the **Agency** you wish to have the application routed to (*required*)
2. Enter **How were you Referred to Agency** (*required*)
3. Optionally, enter the **Directions to Your Home from Agency**
4. Click **Save & Continue** to commit the information.

APPLICATION NUMBER	APPLICATION TYPE	STATUS
IA-000000159	Adoption	New

Agency Information

* Agency

* How were you Referred to Agency

Directions to Your Home from Agency

Steps

- ✓ Primary Applicant
- ✓ Other Applicants
- ✓ Household Information
- ✓ Home Arrangements
- ✓ Interest & Experience
- ✓ References
- Agency Information
- Statement of Understanding
- Statement Of Assurances
- Signatures

Step 8 - Statement of Understanding

1. Read through the entirety of the **Statement of Understanding**
2. Check the box next to **I have read and agree to this Statement of Understanding** (*required*)
3. Click **Save & Continue**

Statement of Understanding

Please read and agree to the below statement of understanding:

- I understand that this is an application only and that additional documents will be required. This will include medical statements, background checks, safety audit of the home, fire inspection, references, and other information requested by the agency. Failure of an applicant to provide required information or documentation in a timely manner will render this application incomplete and the agency's file on the application will be closed.
- I agree to complete orientation and preplacement training as required by the agency. Failure to attend required training will render this application incomplete and the agency's file on the application will be closed.
- I understand this application does not represent a final commitment by either party. Any placement of a child will be by mutual agreement.
- I certify that the information contained in this application is accurate and complete to the best of my knowledge.
- If there is any significant change affecting health, marital status, residence, family composition, employment, or criminal charges, I will notify the agency promptly, within 24 hours or the next working day.
- I give permission to the agency to contact my adult children for information applicable to the foster care and/or adoption assessment.
- I give permission to the agency to contact any personal references I provide to them for information applicable to the foster care and/or adoption assessment.
- I give permission to the agency to contact any other agency or association for information regarding any work with children or any care or supervision of children provided by myself or another household member.
- I give permission to the agency to contact any other agency for information and/or documentation regarding a previous application, certification, or approval for foster care or adoption.
- I give permission to the agency to access information in the statewide automated child welfare information system (SACWIS).
- I certify that I have been given access to or a copy of the rules and/or policies applicable to the program to which I am applying (Chapter 5101:2-5, Chapter 5101:2-7 and/or Chapter 5101:2-48 of the Administrative Code).
- Applications for a foster home certificate cannot be accepted for a residence that is licensed, regulated, operated under the direction of, or otherwise certified as a facility to care for unrelated persons, by the Ohio Department of Education, a local board of education, the Ohio Department of Mental Health and Addiction Services, a community alcohol, drug addiction and mental health services board, the Ohio Department of Developmental Disabilities, a county board of developmental disabilities, the Ohio Department of Health or a juvenile court.
- A person seeking to provide foster care or to adopt who knowingly makes a false statement that is included in the written report of a home study conducted pursuant to Section 3107.031 or Section 5103.03 of the Revised Code is guilty of the offense of falsification under Section 2921.13 of the Revised Code. A homestudy with a knowingly false statement shall not be filed with the court and if filed may be struck from the court's records. I understand that providing false information during the homestudy process will prevent the agency from considering my home for placement of a child and may be grounds for revocation of a foster home certificate and/or denial of adoption approval.

I have read and agree to this Statement Of Understanding.

[Previous](#) [Save & Continue](#)

Steps

- Primary Applicant
- Other Applicants
- Household Information
- Home Arrangements
- Interest & Experience
- References
- Agency Information
- **Statement of Understanding**
- Statement Of Assurances
- Signatures

Step 9 - Statement of Assurances

1. Read through the entirety of the **Statement of Assurances**
2. Check the box next to **I have read and agree to this Statement of Assurances** (*required*)
3. Click **Save & Continue**

Statement Of Assurances

Please read and agree to the below statement of assurances:

- Applicants shall not use corporal or degrading punishment.
- Applicants shall not use any illegal substances, abuse alcohol by consuming it in excess amounts, or abuse legal prescription and/or nonprescription drugs by consuming them in excess amounts or using them contrary to as indicated.
- Applicants and their guests shall not smoke in the foster home, in any vehicle used to transport the child, or in the presence of the child in foster care.
- Applicants shall adhere to the agency's reasonable and prudent parent standard.
- Applicants shall agree to comply with their roles and responsibilities as discussed with the agency once a child placed in their care.

I have read and agree to this Statement of Assurances.

[Previous](#) [Save & Continue](#)

Steps

- ✓ Primary Applicant
- ✓ Other Applicants
- ✓ Household Information
- ✓ Home Arrangements
- ✓ Interest & Experience
- ✓ References
- ✓ Agency Information
- ✓ Statement of Understanding
- Statement Of Assurances
- Signatures

Step 10 - Signatures

This is the last and final step to complete the application. Depending on the completion status of the application, you will see one of the two screens:

- Screen that presents all the validation messages indicating what will prevent you from successfully submitting the application, OR
- If all requirements of the application have been satisfied, the signature and submission portion will appear.

Validation Errors

Generally the validation error is a result of incomplete Other Applicant(s) information. Review the error pointed out in red and login as the prescribed applicant to make the necessary update.

Signature and Submission

Note: Completion of this form is required in order for the agency to carry out its obligations under chapters 5101:2-5, 5101:2-7, and/or 5101:2-48 of the administrative code. Your application can not be processed unless this form is completed in its entirety.



You must complete the following sections before submitting.

Other Applicant(s)

- Applicant 3 (Jessica Doe) required information is incomplete. Login as Applicant 3 to complete the following required information.
Field: Driver's License Number is required.
Field: Completed Pre-Service Training? is required.

Signature and Submission

Under this section, you will be prompted to provide your signature and you will be able to see the status of other applicants' signatures. If they have provided their signature, you will see the signature and the date it was provided; if they have not provided their signature the screen will note that the applicant has not provided their signature.

To provide your signature:

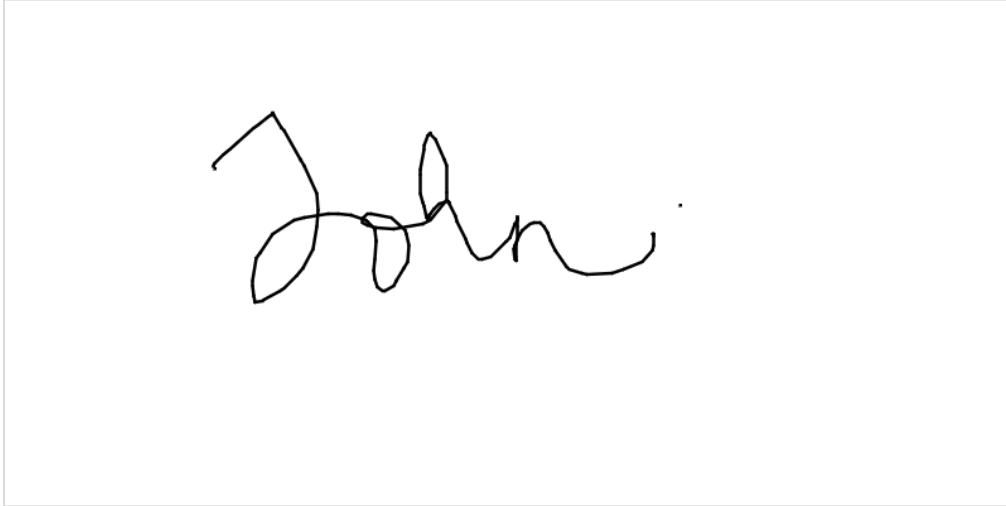
1. Using your mouse, finger (on a touchscreen device) or stylus, sign the Application.

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2. Click on **Save Signature** OR **Clear Signature** to erase/clear the entered signature.

Primary Applicant: John Doe

Please sign below:



Save Signature

Clear Signature

3. The Other Applicant(s) must then log in with their OCAF credentials and sign the application. If they have not received an email to create their own account, please re-check the email address provided in the Applicant section for accuracy and have them check their junk mail folder. If problems persist, contact the agency you are applying with to help troubleshoot.
4. Once All Applicants have provided their signature, the **Submit** button will be available. To submit the application, click **Submit Application**.

Applicant 5: Stephany Doe

Signature of Applicant:

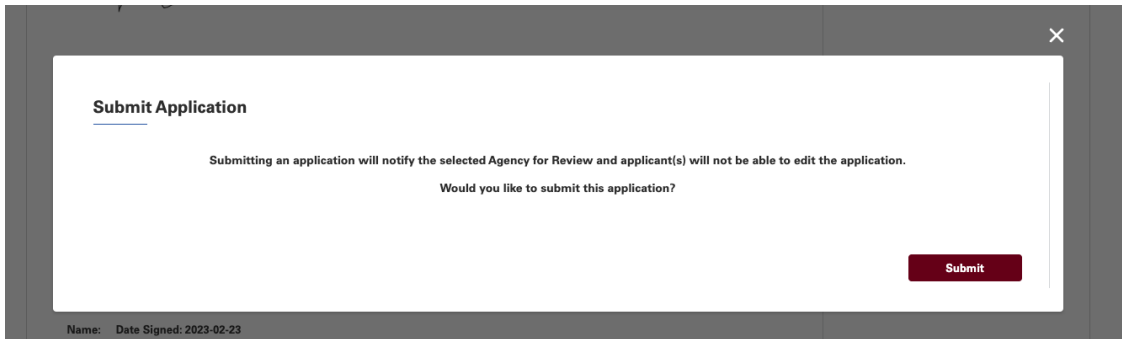
A handwritten signature in black ink, appearing to read "Stephany".

Name: Date Signed: 2023-02-23

Submit Application

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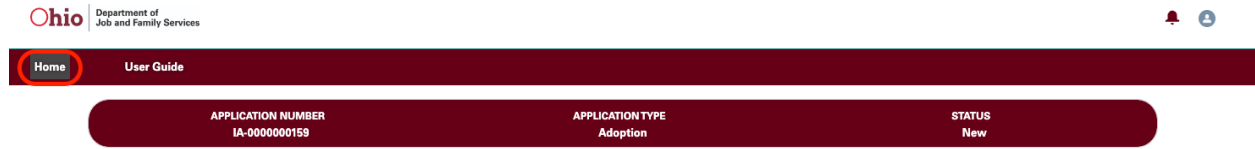
5. You will be presented with a confirmation screen, to proceed with the submission click on **Submit**, otherwise click X from the modal to go back to the Application form.



6. Once the Application is submitted successfully, you will get a confirmation message. Click **Close** to return to the Home page.

Managing an Application

1. Once an application has been initiated, you may click **Save for Later** at any time in the process and then click the **Home** button at the top of the page.



2. Upon returning to the Home page of OCAF, your pending application(s) will be displayed at the bottom of the screen.



What is OCAF?

OCAF stands for Ohio Certification for Agencies and Families. OCAF gives prospective families the ability to inquire and apply for foster care and/or adoptive certification with any agency in the state of Ohio. In OCAF, you will have the ability to receive pertinent information from the agencies you have inquired with, create and submit a new Application for Child Placement, and view or manage your existing Application(s) for Child Placement. Thank you for your interest in becoming a foster and/or adoption provider in the State of Ohio!

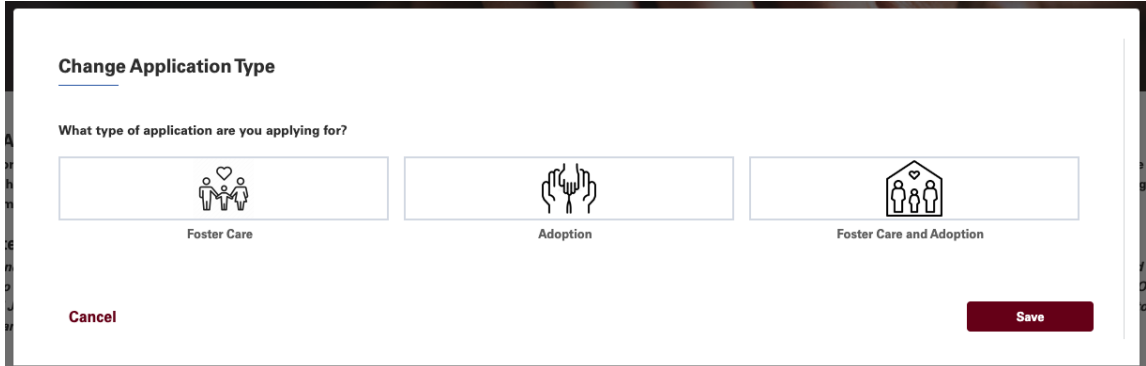
Privacy Statement

By accessing and using this computer system, you are consenting to system monitoring for network administration and security purposes. Any information entered into this system will be uploaded and stored within the Ohio Certification for Agencies and Families (OCAF) system. All information will be available to personnel at each agency you apply to and will be available to personnel employed by the Ohio Department of Job and Family Services (ODJFS) for the purposes of certification. Anyone who attempts to gain unauthorized access to, or exceed authorized access to this system could be subject to criminal and civil penalties and/or administrative action. If you are aware of any such unauthorized activities, it is your responsibility to notify the system administrator immediately.



Update Application Type

1. Clicking **Update Application Type** will bring up the **Update Application** screen, prompting you to select the new Application Type for the specific application.



The screenshot shows a web interface titled "Change Application Type". Below the title is the question "What type of application are you applying for?". There are three selection boxes: "Foster Care" with an icon of two people and a heart, "Adoption" with an icon of two hands holding a heart, and "Foster Care and Adoption" with an icon of a house with two people inside. At the bottom left is a "Cancel" button and at the bottom right is a "Save" button.

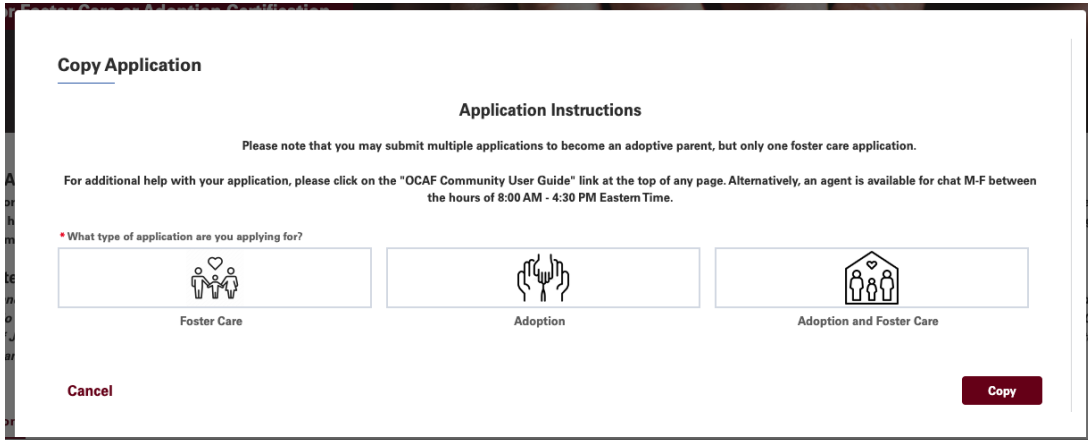
2. Once selection is made, the application will be updated with the new Application Type. You will be informed that a new Agency will need to be selected in the Application form.

Edit Application

1. Clicking **Edit Application** will navigate you back to the Application where you can continue to add/modify information up until the time of Signature.

Copy Application

1. Clicking **Copy Application** will bring up the **Copy Application Confirmation** screen, asking whether you wish the new copy to be for **Foster Care**, **Foster Care/Adoption**, or **Adoption**.

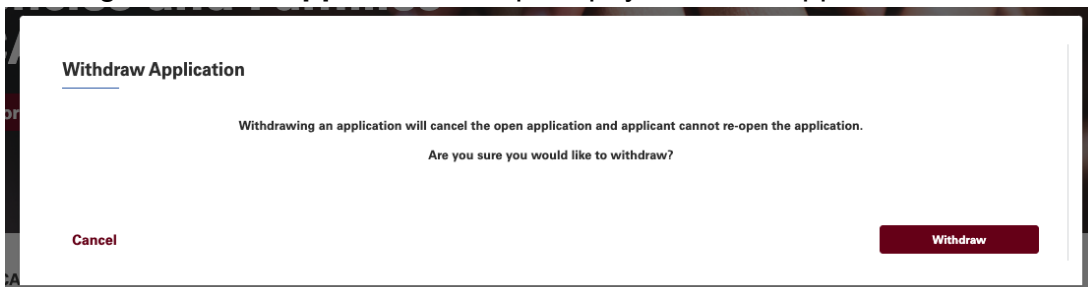


The screenshot shows a web page titled "Copy Application". Under the heading "Application Instructions", there is a note: "Please note that you may submit multiple applications to become an adoptive parent, but only one foster care application." Below this, a smaller note states: "For additional help with your application, please click on the 'OCAF Community User Guide' link at the top of any page. Alternatively, an agent is available for chat M-F between the hours of 8:00 AM - 4:30 PM Eastern Time." A question asks, "What type of application are you applying for?". There are three radio button options: "Foster Care" (with an icon of two people and a heart), "Adoption" (with an icon of two hands), and "Adoption and Foster Care" (with an icon of a family in a house). At the bottom left is a "Cancel" button and at the bottom right is a red "Copy" button.

2. You will be navigated to a new application with some information copied. You will be set as the Primary Applicant, and information on Home Arrangements and References will be copied to this new application.
3. Re-enter the remaining information (Other Applicants, Household Members, Interest & Experience, Statement of Understanding, Statement of Assurances, and Signature) to process the application for a different agency.

Withdraw Application

1. Clicking **Withdraw Application** will prompt you for the application cancellation.



The screenshot shows a web page titled "Withdraw Application". The text reads: "Withdrawing an application will cancel the open application and applicant cannot re-open the application." Below this, it asks, "Are you sure you would like to withdraw?". At the bottom left is a "Cancel" button and at the bottom right is a red "Withdraw" button.

2. Once withdrawal confirmation is received, the Application status is updated to **Withdrawn**.

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Note: The entered information will still be available to view or copy using the **Copy** or the **View** button.

If you need additional information or assistance, please contact the agency you're applying with or the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .