Applying for the
Ohio Adoption Grant Program

Applicant User Guide

Applying for the Ohio Adoption Grant Program

Table of Contents

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Introduction

Congratulations on expanding your family through adoption and thank you for being an adoptive parent in the State of Ohio! This user guide will explain the steps to complete an application for the Ohio Adoption Grant Program.

Only one application can be submitted for each child. Include all documents to be reviewed when you submit your application. Answer the questions completely and accurately.

What is OAGP?

OAGP stands for the **Ohio Adoption Grant Program**. This grant allows Ohio's eligible adoptive families to apply for a one-time payment per adopted child. On this portal, an applicant will complete an application and upload all required documentation for the program. The applications will be reviewed and approved for a one-time payment of an eligible grant amount based on the application and documentation provided.

What is needed to begin my application?

- You will need the ability to upload the required forms from your computer, tablet, or mobile device.
- **Note:** For best results, use a laptop or desktop computer.
- Two forms of identification for EACH adoptive parent.
    - Ohio Driver's License or State of Ohio Issued Photo ID
    - Social Security Card
- Post-Adoption Social Security Card for the adopted child.
- For private, independent and international adoptions, a child Social Security Card and the petition to adopt is required.

What is needed to complete and submit my application?

- A copy of your finalized adoption decree.
- Completed and signed [IRS form W9](#) (needed only for Parent 1, who will be the payee).
- Proof of foster placement prior to adoption, if applicable. This form is located here: [Ohio Adoption Grant Program Agency Letter](#)
- Completed Special Needs Documentation JFS 01058 signed by a qualified professional, if applicable.

    *Note: Any outstanding child support will be deducted prior to your award payment being issued.**

Need more Help?

- For additional help with your application, please click on the "**User Guide**" link at the top of any page.
- Live Chat may be available for users **Monday through Friday** from **8:00am- 4:30pm** to receive immediate assistance.
- Questions may also be directed to [OFCOhioAdoptionGrant@childrenandyouth.ohio.gov](#). This mailbox is also monitored **Monday through Friday** from **8:00am- 4:30pm.**

Ohio Department of Children & Youth

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 Adoption Grant Program (OAGP) system. All information will be available to personnel employed by the Ohio Department of Job and Family Services (ODJFS) and/or the Ohio Department of Children and Youth for the purposes of reviewing the grant funds applications. 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.

Creating an Account with MyOhio

1. Go to the webpage: https://fosterandadopt.jfs.ohio.gov/adoption/grant.
2. Click launch button.
3. On the MyOhio.gov login page, click the **Create Account** button.
4. The **Create OH|ID Account** page will appear. Enter in your e-mail address, re-enter the same e-mail address in the second box, then click the **Send PIN** button.
5. The **E-mail Verification** page will appear, stating an e-mail with a one time PIN has been sent to your accou
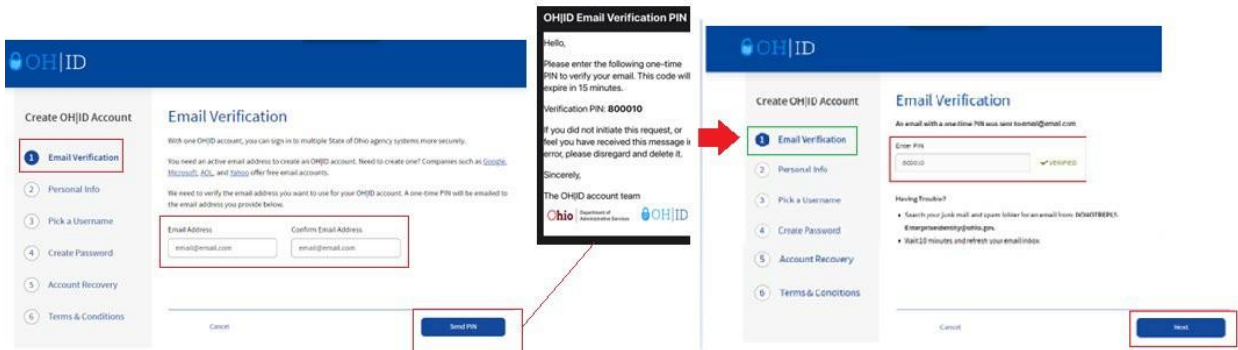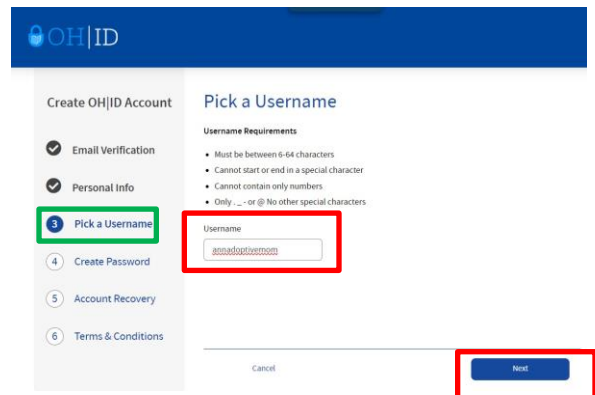
6. Enter the **PIN** received in the e-mail, then click the **Next** button.

7. Enter in your **Person Info**, including Legal First Name, Legal Last Name, Date of Birth, Last 4 digits of SSN (optional), then click the **Next** button.
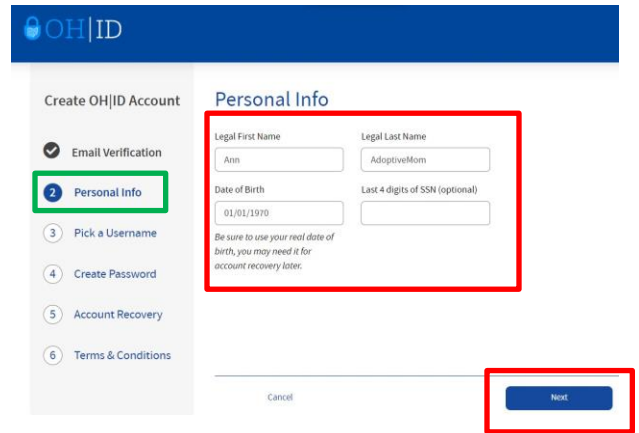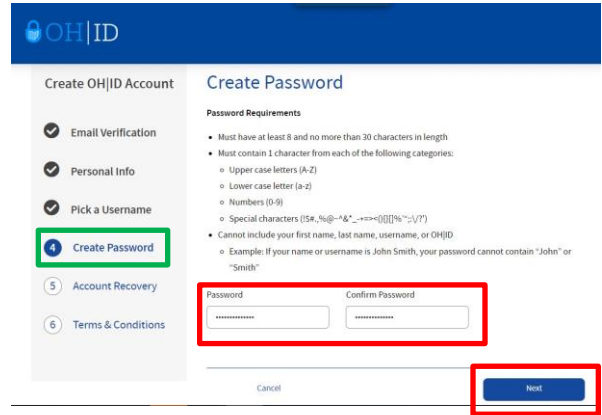

8. **Pick a Username** by entering in a value that you will easily remember, then click the **Next** button.
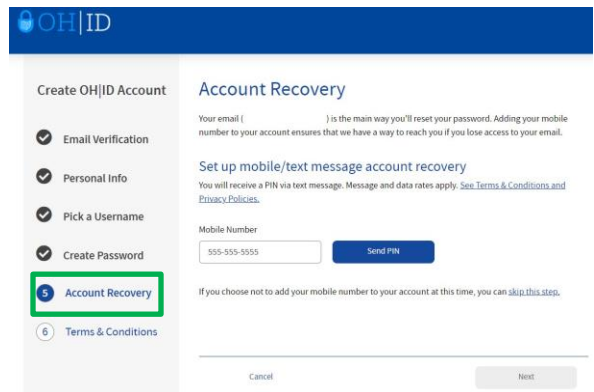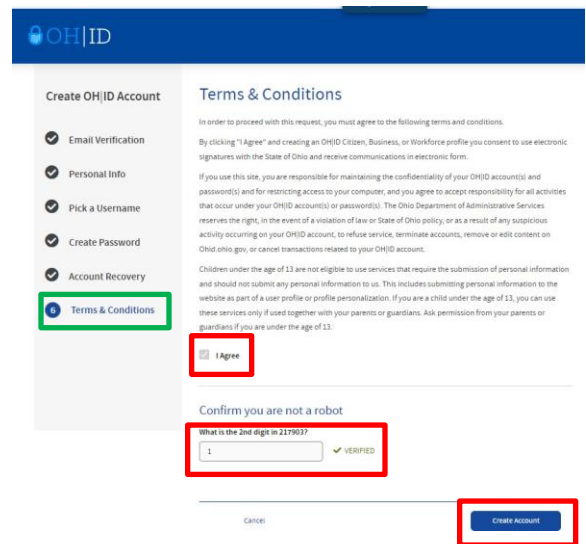
Ohio Department of Children & Youth

9. **Create A Password** that is easy for you to remember, but difficult for others to guess. Confirm the password by entering it a second time, then click the **Next** button.

10. *Optional*: Provide a Mobile Number for easier account recovery in the future, then click **Send PIN.** Otherwise, click skip this step.

11. Read through the **Terms & Conditions** and click the box next to **I Agree**. Confirm you are not a robot by answering the question asked at the bottom of the screen. A VERIFIED prompt will display if answered correctly. Then, click **Create Account**.

12. You'll receive a confirmation screen which indicates that your account is being created, and to check your e-mail for details. Click on log in to OH|ID once you receive that e-mail. If you do not receive it in your inbox, please check your spam folder.
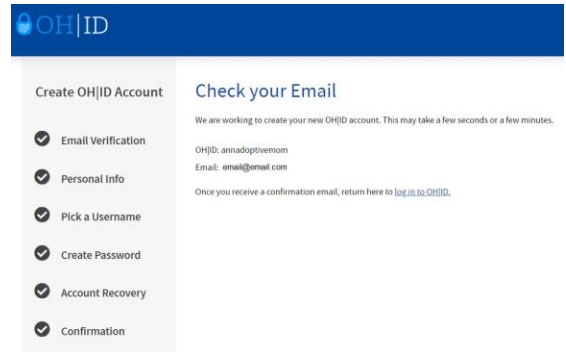
13. The e-mail received will confirm creation of your **OH|ID** account
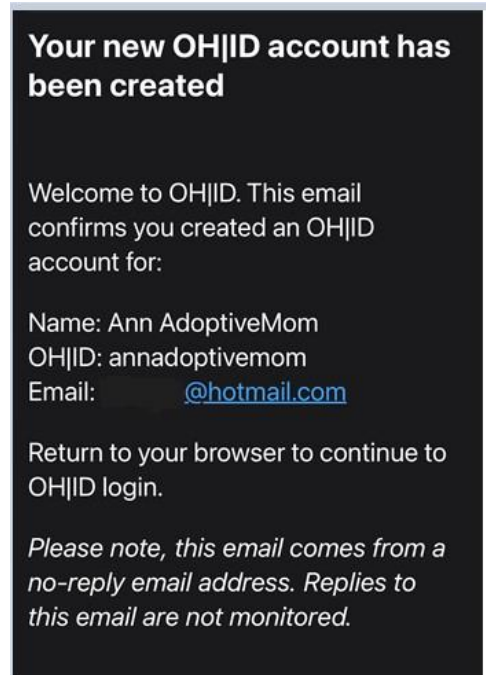
14. You may now enter your newly created **OH|ID** and **Password**. Click the **Log in** button.

Applying for the Ohio Adoption Grant Program
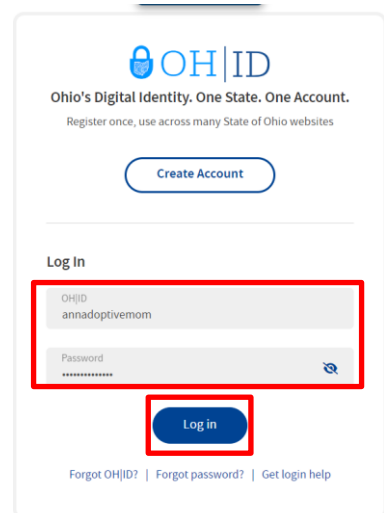
Creating An Application

There are two tabs located on the main screen of the **Ohio Adoption Grant Program** portal. The first is the **Application Instructions**. Please read this page before applying so you are prepared for the materials you may need on hand, which are also listed at the beginning of this guide.

1. When ready, click on the tab for **Create/View Application**

2. The Welcome Screen appears, displaying any existing applications in the system for your account. Click on the **Start New Application** button.

Adoptive Parent(s) Information

Note: Parent 1 will be the individual completing the IRS Form W-9.

1. Enter the requested information. **Important:** All values marked with a red asterisk * are required.

- First Name*
- Middle Name
- Last Name*

- Social Security Number*
- Date of Birth*
- Ethnicity*

- Race*
- Email*
- Phone Number*

2. Click the box next to **Add Second Parent**, if applicable. The page will display **Parent 2 Information (Optional)**. Fill in the requested data for **Parent 2**.

Applying for the Ohio Adoption Grant Program

☑ **Add Second Parent**

⌄ **Parent 2 Information (Optional)**

* First Name
Andrew

Middle Name

* Last Name
AdoptiveDad

* Social Security Number
111-11-1111

* Date of Birth (mm/dd/yyyy)
01/01/1968

* Ethnicity
Not Hispanic/Latino ▼

* Race
☐ American Indian ☐ Alaskan Native ☐ Asian ☑ Black/African American ☐ Native Hawaiian ☐ Other Pacific Islander ☐ White
☐ Multi-racial (one or more races unknown) ☐ Multi-racial (all races unknown) ☐ Unknown ☐ I do not wish to provide

* Email
email@email.com

* Phone Number
(555) 555-5555

3. Enter **Name of Adoptive Parent who will be payee for Ohio Adoption Grant payment**.

4. Enter **Payee Address (Note:** The address should match the photo ID provided, otherwise, additional proof of residency will be required**.)**

5. Click the **Next** button OR click **Go Back To Home Screen**

* Name of Adoptive Parent who will be payee for Ohio Adoption Grant payment
Ann Adoptive Parent

For tax purposes, please provide the address of the applicant that is completing the United States internal revenue service (IRS) form W-9, "Request for Taxpayer Identification Number and Certification.".

Payee Address

* Address
100 Main Street

Address Line2
Apartment 1

* City
Anywhere

* State
Ohio

* Zip Code
40000

Go Back To Home Screen   [**Next**]

6. The system will present an error message in red if there is any missing information on this page, or if the name of the payee does not match one of the Adoptive Parents.

* Name of Adoptive Parent who will be payee for Ohio Adoption Grant payment
Ann Adoptive Parent
Name is case sensitive; First Name and Last name must match what is typed in Person 1 or Person 2.

Ohio **Department of Children & Youth**

Applying for the Ohio Adoption Grant Program

Adoptive Child's Information

1. Enter the requested information for the **Adoptive Child. Important:** All values marked with a red asterisk * are required.

- First Name*
- Middle Name
- Last Name*
- Social Security Number*

- Date of Birth*
- Gender*
- Ethnicity*
- Race*

- Type of Adoption*
- Date Adoption Finalized*

2. Click **Next** to proceed to the **Documentation to be Attached/Upload** section, click Previous to return to the **Adoptive Parent(s) Information**.

Documentation to be Attached/Upload

1. In this section, you will need to upload a copy of your final adoption order, interlocutory order or adoption or recognition of adoption by this state under section 3107.18 of the Revised Code.

2. Select the type of document you will be uploading in the **All Grant requests** drop-down box.

3. Click on the **Upload Files** button or drag the file into the section.

Department of Children & Youth

DOCUMENTATION TO BE ATTACHED/UPLOAD

Please upload the final adoption order, interlocutory order of adoption or recognition of the adoption by this state under section 3107.18 of the Revised Code.

* All Grant requests (select any one):
Final adoption order

All Grant Request Documents

⬆ Upload Files   Or drop files

Go Back To Home Screen   Previous   Next

Steps

✓ ADOPTIVE PARENT(S) INFORMATION

✓ ADOPTIVE CHILD'S INFORMATION

◉ DOCUMENTATION TO BE ATTACHED/UPLOAD

• W-9 FORM

• IDENTIFICATION FORMS

• FOSTER CAREGIVER ADOPTION

• SPECIAL NEEDS ADOPTION

• AFFIRMATION

4. Select the location of the file you wish to attach, then click **Open**.

5. A confirmation screen indicating the document has been successfully uploaded with a green check should appear. Click **Done**.

6. Click the **Next** button to proceed to the **W-9 Form** section or click **Previous** to return to the **Adoptive Child's Information** section.

Ohio **Department of Children & Youth**

DOCUMENTATION TO BE ATTACHED/UPLOAD

Please upload the final adoption order, interlocutory order of adoption or recognition of the adoption by this state under section 3107.18 of the Revised Code.

* All Grant requests (select any one):
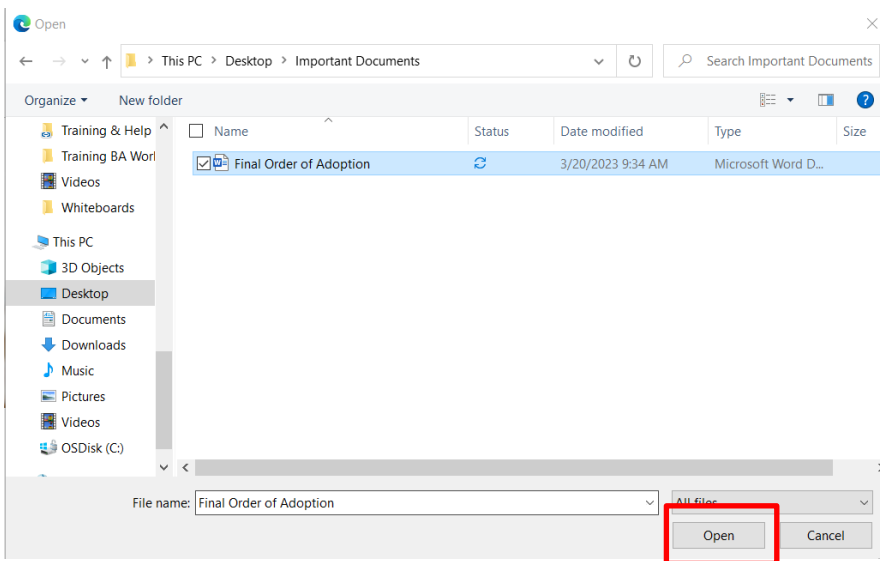
Final adoption order ▼

All Grant Request Documents

⬆ Upload Files   Or drop files

Final Order of Adoption.docx   🗑

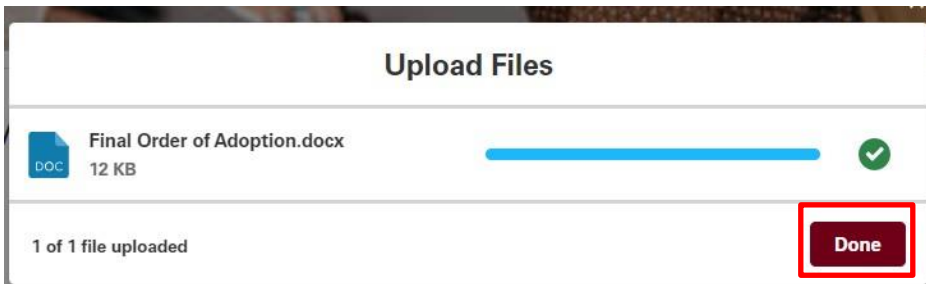Go Back To Home Screen   Previous   **Next**

Steps

✅ ADOPTIVE PARENT(S) INFORMATION

✅ ADOPTIVE CHILD'S INFORMATION

🔵 DOCUMENTATION TO BE ATTACHED/UPLOAD

◯ W-9 FORM

◯ IDENTIFICATION FORMS

◯ FOSTER CAREGIVER ADOPTION

◯ SPECIAL NEEDS ADOPTION

◯ AFFIRMATION

Note: If you wish to delete the uploaded document, click the trash can icon next to the record. The following confirmation message will appear. Click **Delete** to finish removing the document or **Cancel** to retain the document.

Delete Document

Deleting a document will remove the document from the current application.

Are you sure you would like to delete the document?

Cancel   **Delete**

W-9 Form (completed for Payee Only)

1. Complete a United State Internal Revenue Service (IRS) form W-9 Request for Taxpayer Identification Number and Certification and save it/scan it to your computer.

2. Choose **Yes** from the drop-down box indicating **A completed W-9 form**.

3. Click **Upload Files** or drop the saved file into the box.

4. Click **Next** to proceed to the **Identification Forms** section or **Previous** to return to the **Documentation** section.

W-9 FORM

Please upload a completed United States Internal Revenue Service (IRS) form W-9, "Request for Taxpayer Identification Number and Certification.". Link is on this website.

A completed W-9 form

Yes ▼

~~Completed W-9 Form~~

⬆ Upload Files   Or drop files

W9 Form.docx   🗑

Go Back To Home Screen   Previous   **Next**

This is a Required Document for the Grant Appliaction

Steps

✓ ADOPTIVE PARENT(S) INFORMATION

✓ ADOPTIVE CHILD'S INFORMATION

✓ DOCUMENTATION TO BE ATTACHED/UPLOAD

◉ W-9 FORM

• IDENTIFICATION FORMS

• FOSTER CAREGIVER ADOPTION

• SPECIAL NEEDS ADOPTION

• AFFIRMATION

Identification Forms

1. You will need to provide two forms of current identification for the payee identified as **Adoptive Parent 1** who is submitting the W-9 form. This can include a driver's license or State ID and a Social Security Card. Driver's License or State ID is used to verify you as an Ohio resident. The address(es) should match what has been entered as Payee's Address.

2. Click **Upload Files** or drop the saved file into the box.

3. Click **Next** to proceed to the **Foster Caregiver Adoption** section or **Previous** to return to the **W-9 Form** section.

IDENTIFICATION FORMS

Upload two forms of ID: Current identification for Ohio residence of the payee (can be driver's license or State ID) and a United States Social Security card of the payee.

~~Identification Forms~~

⬆ Upload Files   Or drop files

Copy of License.docx   🗑

SS Card.docx   🗑

Go Back To Home Screen   Previous   **Next**

Steps

✓ ADOPTIVE PARENT(S) INFORMATION

✓ ADOPTIVE CHILD'S INFORMATION

✓ DOCUMENTATION TO BE ATTACHED/UPLOAD

✓ W-9 FORM

◉ IDENTIFICATION FORMS

• FOSTER CAREGIVER ADOPTION

• SPECIAL NEEDS ADOPTION

• AFFIRMATION

Foster Caregiver Adoption

1. If your adopted child was fostered by you prior to adoption finalization, upload documentation of their foster placement in this section. This can be your **Ohio Adoption Grant Agency Letter** or other documents you can obtain from the Public Children Services Agency who assisted with the adoption finalization.

2. Answer **Yes** or **No** if this was an **Adoption by Foster Caregiver**.

3. If **No** is answered, you may proceed to the **Next** section

4. If **Yes** is answered, click the **Upload Files** button or drop the saved file(s) into the box.

Ohio **Department of Children & Youth**

5. Click **Next** to proceed to the **Special Needs Adoption** section or **Previous** to return to the **Identification Forms** section.

Special Needs Adoption

1. If applicable, complete a **JFS Form 01058 Ohio Adoption Grant Program Special Needs Documentation** and save it to your computer.

2. Answer **Yes** or **No** if this was a **Special Needs Adoption**.

3. If **No** is answered, you may proceed to the Next section

4. If **Yes** is answered, click the **Upload Files** button or drop the saved file(s) into the box.

5. Click **Next** to proceed to the **Affirmation** section or **Previous** to return to the **Foster Caregiver Adoption** section.

Affirmation

1. Read the Affirmation statement and click the radio button next to the sentence **I/we also acknowledge that by clicking "Submit", I/we are electronically signing this application and will be held to all of the above acknowledgements.**

2. Click the **Submit for Approval** button (or click **Previous** to review prior sections).

AFFIRMATION

- I/We affirm, under penalty of perjury, that the information given in this application is accurate.
- I/We understand that verification of a finalized adoption on or after January 1, 2023, and proof of residency in Ohio will be required.
- I/We understand that I/we must apply within one calendar year of my/our adoption finalization.
- I/We understand and agree that other persons or organizations may be contacted to obtain the necessary proof of eligibility. I/We understand that in some instances, I/we may be asked to give consent to make whatever contacts necessary to determine eligibility.
- I/We acknowledge that approval is contingent upon the availability of state funds for this program. I/We understand that to be eligible for Ohio Adoption Grant funds, I/we am required to submit a copy a completed W-9 form, two forms of identification, and proof of a finalized adoption. If applicable, I/we may need to submit proof that I/we was a foster caregiver(s) to this child prior to adoption. If the child has a diagnosed special need, I/we will be required to submit a completed OAGP Special Needs Form (JFS 01058).
- I/We affirm that I/we have not previously received a grant payment from the Ohio Adoption Grant Program for the child I/we are submitting this application.
- I/We acknowledge that all/portion of any grant awarded can be intercepted if I/we owe past child/spousal support.
- I/We understand that my application will be reviewed and once my eligibility has been determined, I/we will be contacted with a decision.

- ●   I/we also acknowledge that by clicking "Submit", I/we are electronically signing this application and will be held to all of the above acknowledgements.

Go Back To Home Screen   [Previous]   [**Submit For Approval**]

Steps

- ✓ ADOPTIVE PARENT(S) INFORMATION
- ✓ ADOPTIVE CHILD'S INFORMATION
- ✓ DOCUMENTATION TO BE ATTACHED/UPLOAD
- ✓ W-9 FORM
- ✓ IDENTIFICATION FORMS
- ✓ FOSTER CAREGIVER ADOPTION
- ✓ SPECIAL NEEDS ADOPTION
- ○ AFFIRMATION

3. A confirmation screen will appear if the application was successful. Otherwise, the system will prompt you to missing items from the application. Click **Return to Home Page** to continue.

    Note: Once you have submitted an application, it can no longer be edited unless returned to you for corrections.

Confirmation

Thank You! Your application has been submitted!

[**Return to Home Page**]

4. An email notification should also be received confirming your submission.

Ohio | Department of Job and Family Services
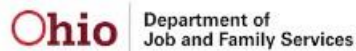
Thank you. Your Application (OAD-00009) for the Ohio Adoption Grant has been submitted and is under review. If you should need further assistance, please contact us at OFC-Ohioadoptiongrant@jfs.ohio.gov.ohio.gov email address for OAGP here.

Editing/Revising an Application

1. If you have started an application and are returning to it later, navigate to the **Create/View Application** tab and click on the **Edit** button to the right of the record, and pick up where you left off for completion. The **Status** will display as **In Progress**.

Applying for the Ohio Adoption Grant Program

Welcome Ann AdoptiveMom !

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAD-00009		In Progress		Mar 17, 2023	✎ Edit

⊕ Start New Application

2. Once you have submitted an application, you may view it by going to the **Create/View Application** tab and clicking on the **View** button to the right of the record. The **Status** will display as **Submitted for Approval**.

Welcome Ann AdoptiveMom !

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAD-00009	Amir AdoptiveChild	Submitted For Approval	Mar 20, 2023	Mar 17, 2023	👁 View

⊕ Start New Application

3. If there is information missing from your application, you should receive an email notification indicating what still needs to be added to your application to process it.

Ohio | Department of Job and Family Services
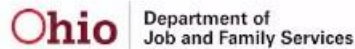
Your submitted application for the Ohio Adoption Grant (OAD-00009) requires additional information. To continue to review and process your application, please submit the following required information. Please contact us at OFC-Ohioadoptiongrant@jfs.ohio.gov ohio.gov if you should have any questions

Comments (if any): Test Reject

The application **Status** will display as **Rejected**. The **Edit** button will be available to correct the missing items.

Welcome Ann AdoptiveMom !

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAD-00009	Amir AdoptiveChild	Rejected	Mar 20, 2023	Mar 17, 2023	✎ Edit

⊕ Start New Application

4. To apply for a grant for another adopted child, click **Start New Application**.

Ohio Department of Children & Youth

Welcome Ann AdoptiveMom !

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAD-00009	Amir AdoptiveChild	Submitted For Approval	Mar 20, 2023	Mar 17, 2023	👁 View

⊕ Start New Application

Application Process Next Steps:

Once you submit your application, a State of Ohio employee will review your information. The reviewer can approve your application or reject your application.

A rejected application means that the reviewer could not approve it based on how it was submitted. If they reject it, they will add some comments and an e-mail will automatically be sent to you, detailing the reasons for the rejection and how you may correct it.

If the reviewer approves your application, it will be submitted to a supervisor for the next level of approval.

The supervisor can approve it, reject it, or deny it. If the supervisor rejects it, you will receive an e-mail with comments as to the reason.

If it is denied, the supervisor has determined that you do not meet the requirements for an adoption grant award. An e-mail will be sent with the reason as well.

If your application is Denied, it will reflect this in the Status column:

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAG-00017	Jerry Smith	Denied	Mar 28, 2023	Mar 24, 2023	👁 View

You will have 30 days to re-submit your application to be reviewed again by another supervisor. To do this, next to your denied application, click the **View** button. There will be a button for you to use to re-submit for a second review. You will need to acknowledge the affirmations again before it can re-submitted. The decision on the second review is final.

Grant Application

Application Status

Denied   Second review is currently allowed.

> Adoptive Parent Information
> Adoptive Child's Information
> Uploaded Files and Document Information
> Affirmation

Return to Home Screen   Resubmit for Second Review

After your Second Review is submitted, you will receive an email to confirm your second request. The status of the application will also show **2nd Review Submitted**.

Ohio Department of Children & Youth

Application Number	Child Name	Status	Status Last Updated On	Created Date	View/Edit
OAG-00017	Jerry Smith	2nd Review Submitted	Mar 28, 2023	Mar 24, 2023	👁 View

Award amount and payment

Once your application is approved, you will be notified of the approved amount. Prior to the payment being issued, the payee will be screened for any outstanding child support owed. If child support is owed, that amount will be deducted from your award amount. You will be notified of your final awarded amount via email, prior to payment being sent.

Please note that due to the expected influx of applications and the verifications that must be completed to ensure adoption grants are awarded properly, this process will take time and may take a few months for payments to be sent.

Help

If you need additional information or assistance, please contact OFC-OhioAdoptionGrant@jfs.ohio.gov.

Live Chat

It is expected that a **Live Chat** feature will be available on the Home page. However, the agent will only be able to help with how the application site works.

Live Chat agents will not be able to help with the content of your application (such as what you need to attach for each section) or provide any information about if you qualify for a grant or when payment can be expected. These questions would need to be directed to OFC-OhioAdoptionGrant@jfs.ohio.gov.

Ohio Department of Children & Youth

Ohio | **Department of Job and Family Services**

Health & Human Services
Office of Families and Children

Mike DeWine, Governor
Jon Husted, Lt. Governor

Matt Damschroder, Director

Ohio Adoption Grant Program:

A request has been received by _____ who is applying for The Ohio Adoption Grant program to confirm the adoptive parent served as a foster parent caring for _____ prior to the adoption.

Our agency verifies the following:

First and Last Name of Adoptive Child:	
First and Last Name of Adoptive Parent(s):	
Placement Begin Date:	
Placement End Date:	

Please contact me at _____ or _____ with any questions.

Sincerely,

_____   _____

_____

30 East Broad Street
Columbus, OH 43215
Jfs.ohio.gov

This institution is an equal opportunity provider and employer.

Ohio **Department of Children & Youth**