Ohio Certification for Agencies and Families
Access Guide

How to request access to OCAF?
There are 2 processes for requesting access to OCAF, 1 for public agencies and the other for private agencies.

- **Public Children Services Agencies (PCSA):** The Technical Point of Contact (TPOC) submits a digital JFS 07078 request. Please request the persona that best fits the worker's role from the below chart:

Public Agency Personas	Business Roles
Public Agency Worker	EIDMX_JFS_C - OFC - OCAF County Agency Worker
Public Agency Assessor	EIDMX_JFS_C - OCAF Home Study Assessor
Public Agency Supervisor	EIDMX_JFS_C - OCAF Agency Supervisor
Public Agency Administrator	EIDMX_JFS_C - OCAF Agency Administrator
Public Agency Director	EIDMX_JFS_C - OCAF Agency Director

- **Private Agencies:** The Agency Administrator or Approved Designee submits an access request ticket through the Customer Care Center. If they do not have access to the Customer Care Center, they will need to email a paper JFS 07078, with a wet signature for both the worker and the supervisor, here. Please request the persona that best fits the worker's role from the below chart:

Private Agency Personas	Business Roles
Private Agency Worker	EIDMX_JFS_S - OFC - OCAF Private Agency Worker
Private Agency Assessor	EIDMX_JFS_S - OCAF Home Study Assessor
Private Agency Supervisor	EIDMX_JFS_S - OCAF Agency Supervisor
Private Agency Branch or Facility Supervisor	EIDMX_JFS_S - OCAF Branch/Facility Supervisor
Private Agency Board President	EIDMX_JFS_S - OCAF Agency Board President
Private Agency Administrator	EIDMX_JFS_S - OCAF Agency Administrator

What functionality is available to me?
New functionality is being regularly deployed to OCAF. As of June 2024, OCAF has the following functionality:
- Inquiry for becoming a Foster and/or Adoptive Caregiver
- Resource and Referral Hubs (R & R Hubs) receives inquiries for those interested in kinship care, foster care, and adoptive care. They also assist in finding a foster and/or adoptive certifying agency
- Agencies can enter received inquiries
- Prospective caregivers can submit their application electronically
- Document upload is available in application submission
- Agencies can review and approve any submitted applications
- Live chat is available to provide technical assistance for users
- Child Match
- Critical Incident Report

What if I need assistance?

You can chat with a live agent through the [Customer Care Center](#) or you can see the available resources on the Continuous Certification SharePoint [site](#). Additional resources can also be found [here](#).

If you have additional questions pertaining to this communication, please contact the [Customer Care Center](#).