

OCAF Initial Application Board President Signature and Submission



Knowledge Base Article

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Overview

This User Guide will review how to sign and submit an Initial Certification Application as a Board President within the Ohio Certification for Agencies and Families (OCAF) System.

Once an Agency Administrator has added a Board President to the application, an email will be sent to the Board President prompting them to create an account in OCAF so they can provide their signature and attestation acknowledgement. See below:

Sandbox: Board President Member Created



Do Not Reply <donotreply-sf@jfs.ohio.gov>

To



Thu 11/21/2024 9:29 AM

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello George Dean,

You have been added as a Board President/Member for Happy Homes. You will need to log into the Ohio Certification for Agencies and Families (OCAF) system to provide your signature and attestation acknowledgements.

If a user account has not already been created for you, have your Agency Administrator follow user creation instructions here: [New Agency Information](#). Upon validation, a username and password will be sent with next steps on how to access the OCAF system.

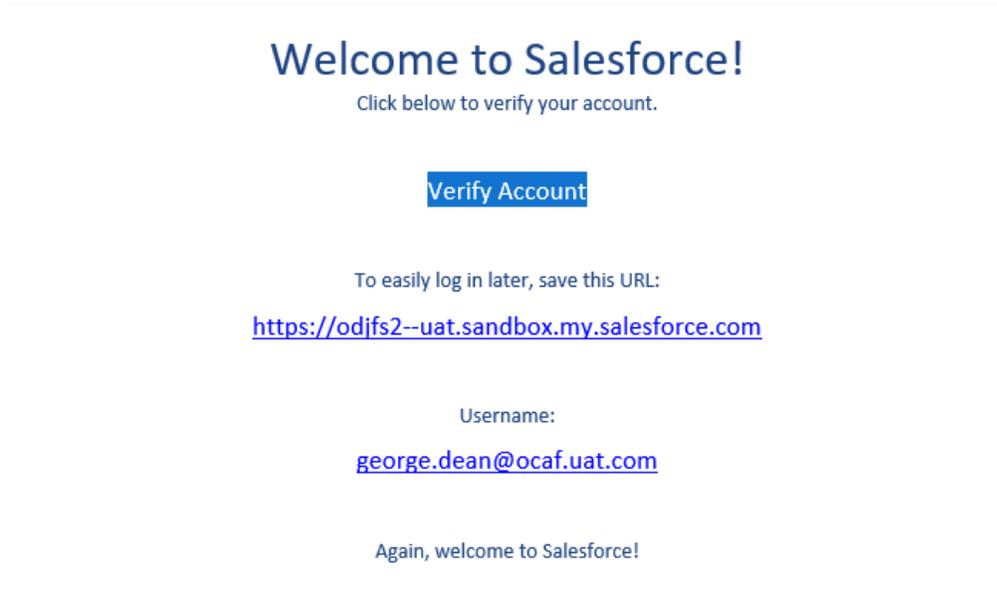
Thank you,
The Ohio Department of Children and Youth Team

Follow the instructions listed in the email to gain access to the Ohio Certification of Agencies and Families (OCAF) system. Once access is granted, continue with this user guide for further instruction.

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Navigating the OCAF Login

Once access is granted to the OCAF system, the user will receive an email with a **Link** and **Username** to verify their account. Follow the instructions in the email. See below for an example.



1. Save the **Username** provided.
2. Click the **Verify Account** button.

The user will be navigated to a browser window and prompted to change the **Password** for their newly created OCAF account. See below:

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Change Your Password

Enter a new password for **george.dean@ocaf.uat.com**.
Make sure to include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number
- ✓ 1 special character ⓘ

* New Password

 Good

* Confirm New Password

 Match

Security Question

▼ In what city were you born?

* Answer

Testing

Change Password

Password was last changed on 12/3/2024 9:12 AM.

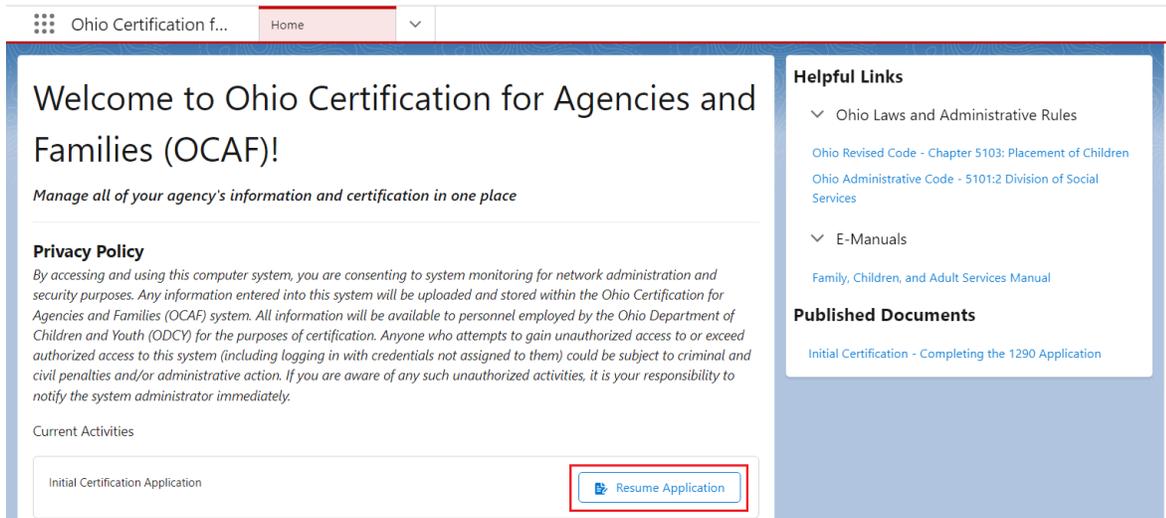
3. Create **New Password**.
4. **Confirm New Password**.
5. Make a Selection from the **Security Question**.
6. Provide an **Answer** for the Security Question.
7. Click the **Change Password** button.

A browser window will open to the **OCAF Home** screen. Here the user can see the **Initial Certification Application**.

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Acknowledge, Sign and Submit Application

1. Click the **Resume Application** button.



For the purpose of this User Guide, the Agency Administrator has already completed all the information in the application. The Board President may click through the application and verify all the information is correct before acknowledging and signing the application. If you need more information on completing the application, please refer to this User Guide: (Insert when completed)

2. Navigate to the **Licensing Agreement** screen.
3. From the **Licensing Agreement** screen, checkmark the box for **As the Board President I do acknowledge and assure the above affirmations and assurances.** (Required)
4. Click **Save and Continue.**

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Affirmation and Assurance

In making this application, the persons (signing under Section IX of the application) signing the application, hereby affirm and assure that:

1. I have reviewed a copy of Chapter 5103 of the Ohio Revised Code with respect to submission of this application.

- [Chapter 5103 - Ohio Revised Code | Ohio Laws](#)

2. I have reviewed a copy of Chapters 5101:2-5, 5101:2-7, 5101:2-9, 5101:2-42, and 5101:2-48 of the Ohio Administrative Code as applicable to the functions of my agency for which this application is submitted for certification.

- [5101:2 - Ohio Administrative Code | Ohio Laws](#)

3. I will ensure that any employee hired by the agency will undergo a criminal background check pursuant to section 2151.86 of the Revised Code and in compliance with OAC 5101:2-5-09.1.

- [5101:2 - Ohio Administrative Code | Ohio Laws](#)

4. All information contained in this application and the attached documents is true and accurate. At the time of this application this agency is in compliance with the requirements of the Ohio Administrative Code chapters applicable to the function(s) for which certification is requested.

A person who knowingly makes a false statement that is included as a part of certification under Ohio Revised Code section 5103.03 is guilty of the offense of falsification under section 2921.13 of the Revised Code and the Department of Children and Youth shall not certify that institution or association.

- [Chapter 5103 - Ohio Revised Code | Ohio Laws](#)

5. The director of the Ohio Department of Children and Youth (ODCY), or the department's agents, or personnel of another department or agency of state or local government will not be denied access to any part of this agency or the agency's records as necessary in the performance of any inspections mandated or allowed by the Ohio Revised Code or the Ohio Administrative Code as applicable to the functions for which certification is requested or received.

6. If Ohio Department of Children and Youth (ODCY) issues a certificate to this agency, the agency will maintain continued compliance with applicable Administrative Code requirements, cooperate fully with ODCY in correcting any noncompliance findings as noted by ODCY, and will not exceed any age, sex or occupancy limitations specified on the certificate or the letter accompanying the certificate.

7. The agency will submit any changes in policy statements, plans and required documents listed in Policies, Plans, and Documents section of this application to ODCY within 30 days of the effective date of the change.

8. The agency will submit an amended application to notify ODCY of agency plans according to the following requirements of Ohio Administrative Code rule 5101:2-5-02:

- [5101:2-5-02 - Ohio Administrative Code | Ohio Laws](#)

- a. not less than one hundred-twenty days prior to the anticipated operation of a new function;
- b. not less than sixty days prior to the relocation or anticipated operation of a new residential facility, except in an emergency situation;
- c. not less than thirty days prior to the relocation or anticipated operation of an office, except in an emergency situation;
- d. not less than sixty days prior to a change in the number, age range, or sex of children served in a residential facility;
- e. within ten days of ceasing to operate a certified function, an office, or residential facility;
- f. within ten days after a change in the agency administrator, chairperson or president; and
- g. not later than thirty days prior to implementing a name change.

As the Agency Administrator, I do acknowledge and assure the above affirmations and assurances.*

Acknowledged by James Dean on 12/3/2024 9:55 AM

As the Board President, I do acknowledge and assure the above affirmations and assurances.*

Acknowledged by George Dean on 12/3/2024 10:13 AM

- Note: checkboxes are mandatory prior to submission but not to move forward to the next screen.

Previous

Save and Continue

The **Signatures and Submission** screen displays.

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5. Board President, **Sign the Application.**

6. Click **Save Signature.**

Note: The **Save Signature** button disappears when clicked. It will then display the Name, Date and Time the signature was saved as shown below.

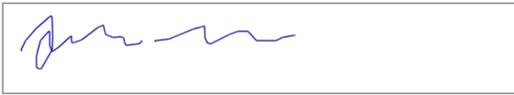
7. Click the **Submit** button.

Signature and Submission

Before signing, review all affirmations and assurances for important information. Be sure the entire application is complete. An application is not considered complete until all required policies, plans, and other documents required by applicable Ohio Administrative Code rules pertaining to an agency's certified function(s) have been submitted to ODCY.

Signature of Agency Administrator *

Only Agency Administrator can sign here. Please have the Agency Administrator log in and sign here.



Signed by James Dean on 12/3/2024 10:34 AM

Signature of Board President/PCSA Director *

Only Board President/PCSA director can sign here. Please have the Board President/ PCSA Director log in and sign here.



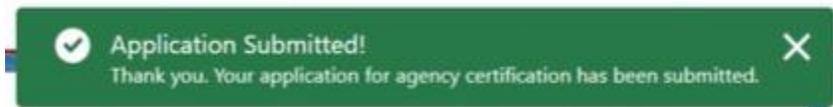
Signed by George Dean on 12/3/2024 10:36 AM [Clear Signature](#)

[Previous](#) [Submit](#)

Steps

- Agency and Personnel Information
- Functions
- Policies
- Plan
- Documents
- Licensing Agreement
- Signature and Submission**

A message displays verifying the application was submitted.



From the **OCAF Home** tab, the Initial Certification Application shows as **Submitted**.

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Ohio Certification f... Home

Welcome to Ohio Certification for Agencies and Families (OCAF)!

Manage all of your agency's information and certification in one place

Privacy Policy

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 employed by the Ohio Department of Children and Youth (ODCY) for the purposes of certification. Anyone who attempts to gain unauthorized access to or exceed authorized access to this system (including logging in with credentials not assigned to them) 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.

Agency

Happy Homes

Your Assigned Licensing Specialist

Lisa Licensing Specialist

lisa.oliver@childrenandyouth.ohio.gov

Please use email to contact your Specialist

APP-000029	Initial Submitted Date: 12/3/2024, 10:43 AM
Initial Certification Application	Most Recent Submitted Date: 12/3/2024, 10:43 AM
<input type="button" value="Submitted"/>	Submitted Count: 1

Helpful Links

- Ohio Laws and Administrative Rules
 - [Ohio Revised Code - Chapter 5103: Placement of Children](#)
 - [Ohio Administrative Code - 5101:2 Division of Social Services](#)
- E-Manuals
 - [Family, Children, and Adult Services Manual](#)

Published Documents

- [Initial Certification - Completing the 1290 Application](#)

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