

# **OCAF Submitting an Agency Amendment**



## **Knowledge Base Article**

# OCAF Submitting an Agency Amendment

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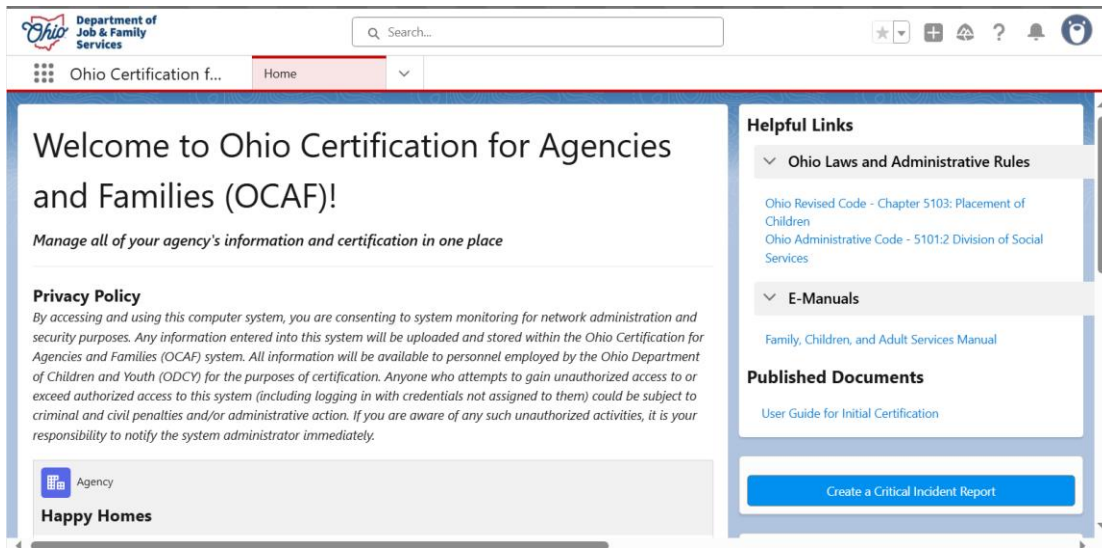
# OCAF Submitting an Agency Amendment

## Overview

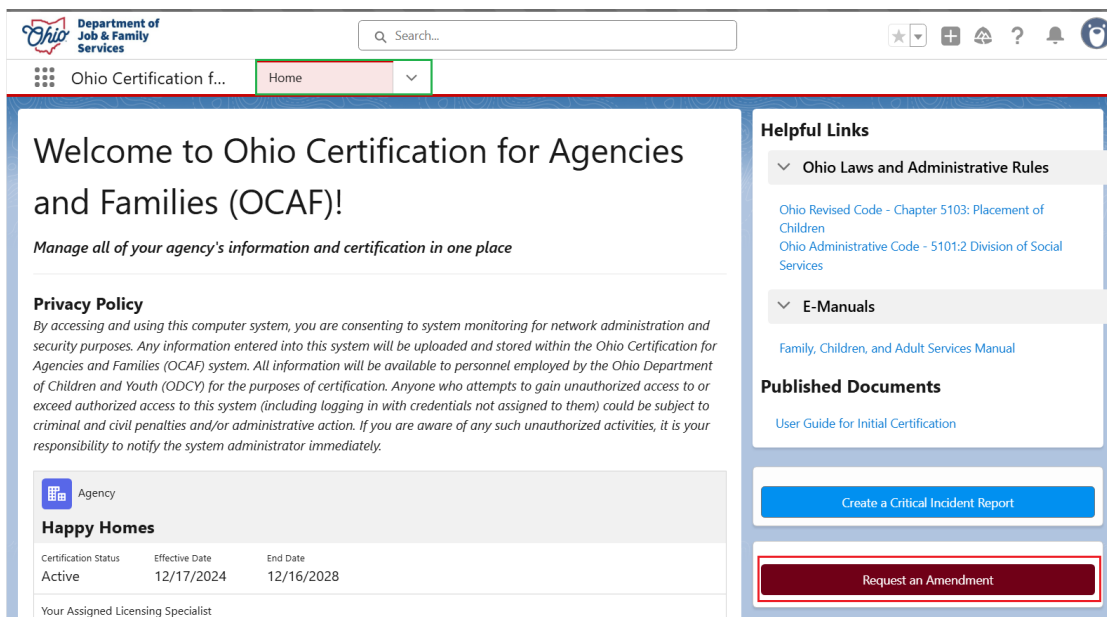
This Knowledge Base Article provides step by step instructions on how to complete an Agency Amendment within the Ohio Certification for Agencies and Families (OCAF) system.

## Requesting an Amendment

1. Once you've gained access to the OCAF system, you will be navigated to the **Home** screen.



2. From the Home screen, click the **Request an Amendment** button.



# OCAF Submitting an Agency Amendment

The DCY Agency Amendment Types screen displays.

3. Select an **Amendment Type** by checking the appropriate checkbox(s).
4. Provide the date for **When does this change take effect**.
5. Click **Save and Continue**.

Ohio Certification f... Home DCY Agency Amend... x

DCY Agency Amendments

Amendment Types

Please review the types of amendments before selecting. You may select more than one type. Amendment requirement details can be found under OAC 5180:2-5-02. Revisions to your policies, plans, documents may be required for any of these amendments.

▼ Select an Amendment Type

☐ Change to Agency Name

- Requires:
  - A copy of any amended Articles of Incorporation authorizing the name change.
  - If any of your policies, plans or documents have your agency name on them, you will be required to revise them and upload them as revised.
  - A copy of the minutes of the governing body meeting authorizing the name change.
  - Must be submitted at least 30 days prior to implementing a name change.

☐ Changes to a Residential Facility

- Opening a residential Facility
  - Requires amendment at least 60 days prior to intended operation (unless it is an emergency).
  - Requires an approved fire inspection, approved zoning, Onsite inspection completed by a Licensing Specialist.
- Closing a residential facility
  - Requires amendment at least 10 days prior to planned closure.
- Relocating a residential facility
  - Requires amendment at least 60 days prior to intended operation (unless it is an emergency).
  - Requires an approved fire inspection, approved zoning, Onsite inspection completed by a Licensing Specialist.
- Change in capacity served at a facility
  - Requires amendment approval prior to implementing change.
- Change in gender served at a facility
  - Requires amendment approval prior to implementing change.
- Change in age served at a facility
  - Requires amendment approval prior to implementing change.

☒ Changes to Agency Office

- Opening an office
  - Requires amendment at least 60 days prior to anticipated operation of the new office.
- Closing an office
  - Requires amendment at least 10 days prior to anticipated closure.
- Relocating an office
  - Requires amendment at least 60 days prior to anticipated operation of the new office.

☐ Changes in Leadership

- Change of Agency Administrator
- Change of Board President/Chairperson
  - Requirements:
    - Requires amendment be submitted within 10 days after implementing the change.
    - Submission of required educational and background checks.

☐ Change in Agency Functions

- Adding a new function
  - Requires amendment submission at least 120 days prior to anticipated operation of new function.
- Ceasing to operate a certified function
  - Requires amendment at least 10 days prior to anticipated change.

\* When does this change take effect?

Save and Continue

Steps

Amendment Types

# OCAF Submitting an Agency Amendment

## Change to Agency Name

The Agency Name screen displays.

1. Provide the new **Agency Name**.
2. Click **Save and Continue**.

The screenshot shows the 'DCY Agency Amendments' header. The main content area has a tab labeled 'Agency Name'. Below the tab is a text input field with the placeholder text '\* Please enter your agency's new name' and the value 'Happy Homes II'. To the right of the input field are two buttons: 'Previous' and 'Save and Continue'. On the right side of the screen is a 'Steps' sidebar with a vertical list of steps: 'Amendment Types' (checked), 'Change to Agency Name' (selected with a blue circle), 'Policy Revisions', 'Plan Revisions', 'Document Revisions', and 'Signature and Submission'.

The Policy Revisions screen displays.

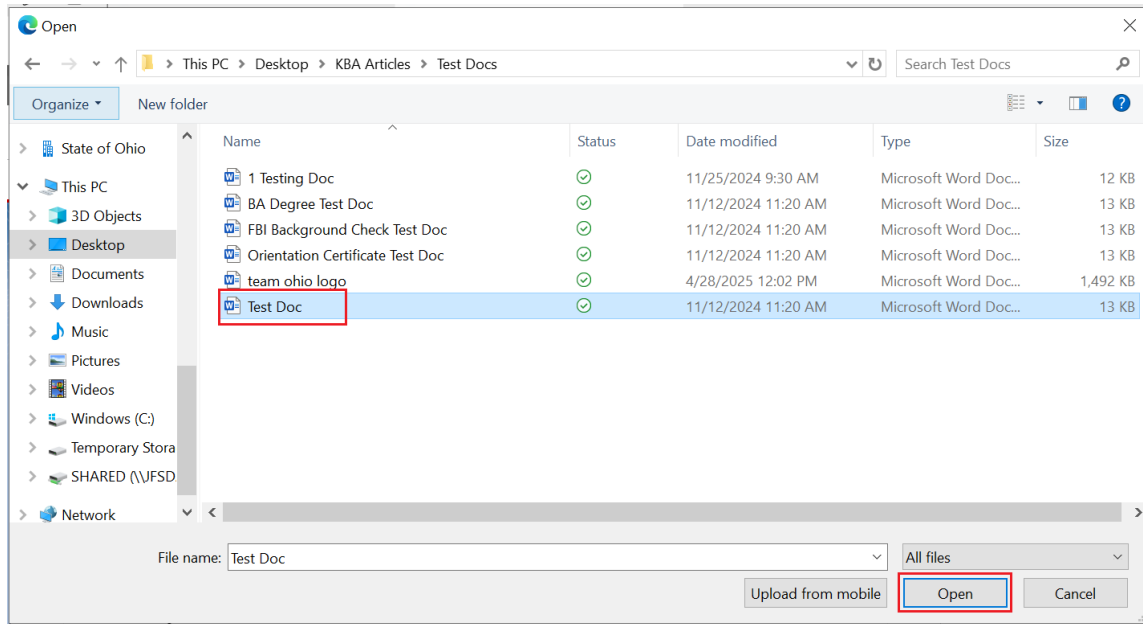
3. Shown are the required policies for your agencies selected functions. Your policies may differ from what is shown in this guide.
4. Click the **Upload Files** button to provide new files.

The screenshot shows the 'DCY Agency Amendments' header. The main content area has a tab labeled 'Policy Revisions'. Below the tab is a paragraph: 'Listed below are the required policies for your agency's selected functions. Upload your written policy for each requirement below from your device. If there is a policy that you do not want to revise then you should select the N/A (Not Applicable) button.' Below this paragraph is a table with three columns: 'Policy Title', 'Document', and 'Revision Date'. The table has three rows: 'Access to Administrator Policy 5101:2-5-13(A)(19)', 'Assurance of Child's Civil Rights 5101:2-5-13(A)(25)', and 'Complaints of Alleged'. To the right of the table is a 'Mark All N/A' link. To the right of the table is a red box containing two buttons: 'N/A' and 'Upload Files'. On the right side of the screen is a 'Steps' sidebar with a vertical list of steps: 'Amendment Types' (checked), 'Change to Agency Name' (checked), 'Policy Revisions' (selected with a blue circle), 'Plan Revisions', 'Document Revisions', and 'Signature and Submission'.

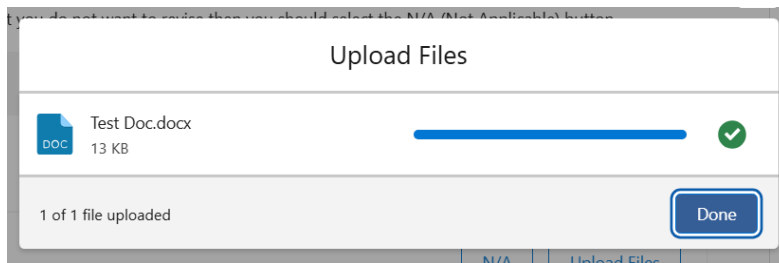
Policy Title	Document	Revision Date
Access to Administrator Policy 5101:2-5-13(A)(19)		N/A
Assurance of Child's Civil Rights 5101:2-5-13(A)(25)		N/A
Complaints of Alleged		

5. Selected the appropriate **File** click the **Open** button.

## OCAF Submitting an Agency Amendment

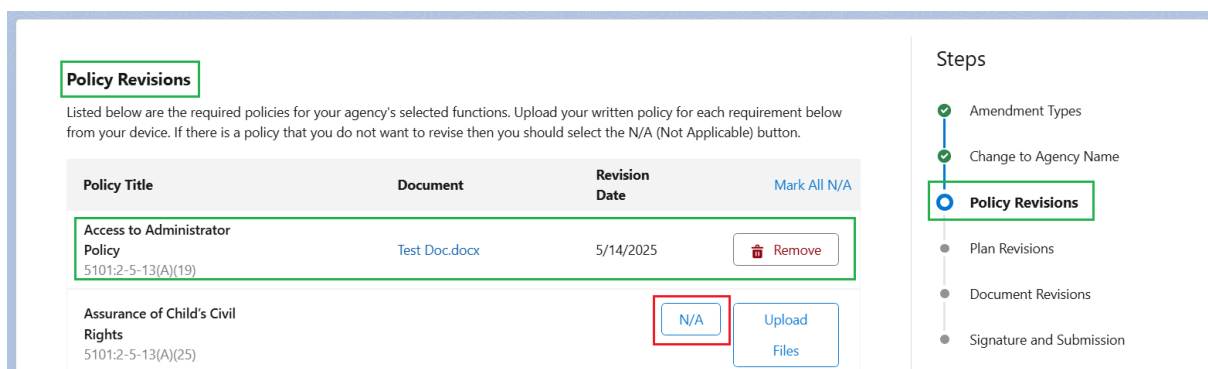


6. A box displays verifying the document has been uploaded. Click **Done**.



The uploaded document displays, shown in green below.

7. Click the **N/A** button if no effect to that policy.



**Note:** Each Policy will need to either have a new uploaded documented attached or N/A selected to save this page. Complete the above steps for each policy.

## OCAF Submitting an Agency Amendment

8. When complete, click **Save and Continue**.

Standards of Conduct Regarding MEPA and Title VI 5101:2-5-13(A)(27)	<a href="#">Test Doc.docx</a>	5/14/2025	Remove
Use of Volunteers and College Interns 5101:2-5-13(A)(24)	<a href="#">Test Doc.docx</a>	5/14/2025	Remove

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

The Plan Revisions screen displays.

9. Click **Upload or N/A** for each Plan listed.

10. When complete, click **Save and Continue**.

**Plan Revisions**  
Listed below are the required plans for your agency's selected functions. Upload your written plan for each requirement below from your device. If there is a plan that you do not want to revise then you should select the N/A (Not Applicable) button.

Plan Title	Document	Revision Date	<a href="#">Mark All N/A</a>
Disaster Preparedness Plan 5101:2-5-13.1(D)	<a href="#">N/A</a>	<a href="#">Upload Files</a>	
Foster Care Pre-Placement and Continuing Training Program Proposal 5101:2-5-40	<a href="#">N/A</a>	<a href="#">Upload Files</a>	
Foster caregiver Recruitment Plan 5101:2-5-13(A)(2)	<a href="#">N/A</a>	<a href="#">Upload Files</a>	

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

**Steps**

- ✓ Amendment Types
- ✓ Change to Agency Name
- ✓ Policy Revisions
- Plan Revisions**
- Document Revisions
- Signature and Submission

The Document Revisions screen displays.

11. Click **Upload Files or N/A** for each Document listed.

## OCAF Submitting an Agency Amendment

**Document Revisions**

Listed below are the required documents for your agency's selected functions. Upload your document for each requirement below from your device. If there is a document that you do not want to revise then you should select the N/A (Not Applicable) button.

Document Title	Document	Revision Date	Mark All N/A
Background checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators and foster caregivers 5101:2-5-09.1	<div>N/A</div> <div>Upload Files</div>		
Mission Statement 5101:2-5-08(l)	<div>N/A</div> <div>Upload Files</div>		

**Steps**

- Amendment Types
- Change to Agency Name
- Policy Revisions
- Plan Revisions
- Document Revisions**
- Signature and Submission

12. When completed, click **Save and Continue**.

PCPA and PNA Governance and Administration(Description of Program )  
5101:2-5-08(l)

N/A

Personnel Requirements(Job Descriptions)  
5101:2-5-09(A)

N/A

Previous

**Save and Continue**

The Signature and Submission screen displays.

13. Provide your **Signature** in the Signature Box.


**Note:** You can click, Clear Signature, to redo the signature before clicking Save.

14. Click **Save Signature**.

**Signature and Submission**

**Signature of Agency Administrator \***

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



Save Signature

✕ Clear Signature

**Steps**

- Amendment Types
- Change to Agency Name
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission**



## OCAF Submitting an Agency Amendment

The Signature and Submission screen reloads, displaying the saved Signature.

**Note:** The Board President/PCSA Director's signature is also needed to fully submit the Amendment. Shown in red below:

**Signature and Submission**

**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 5/14/2025 2:04 PM [Clear Signature](#)

**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.

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

**Steps**

- Amendment Types
- Change to Agency Name
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission**

The Board President/PCSA Director will need to log into OCAF and Sign the Amendment. If the Board President/PCSA Director makes any changes to the Amendment, the Agency Administrator will be required to re-sign before it can be submitted.

## View, Edit and Withdraw an Amendment

1. From the OCAF **Home** screen, the **In Progress Amendment** displays.

Agency

**Happy Homes**

Certification Status	Effective Date	End Date
Active	12/17/2024	12/16/2028

Your Assigned Licensing Specialist

Lisa Licensing Specialist

Please use email to contact your Specialist

[Create a Critical Incident Report](#)

[Request an Amendment](#)

Amendment

**AM-0000005** Changes to Agency Name [In Progress](#) [Edit](#) [Withdraw](#)

## OCAF Submitting an Agency Amendment

- To Edit the Amendment, click the **Edit** button.

The screenshot shows the OCAF Agency Amendment interface. On the left, the agency name is 'Happy Homes'. Below it, a table shows the Certification Status as 'Active', the Effective Date as '12/17/2024', and the End Date as '12/16/2028'. The assigned licensing specialist is 'Lisa Licensing Specialist'. On the right, there are two buttons: 'Create a Critical Incident Report' and 'Request an Amendment'. At the bottom, the amendment is identified as 'AM-0000005' with the title 'Changes to Agency Name' and a status of 'In Progress'. The 'Edit' button is highlighted with a red box, and a 'Withdraw' button is also visible.

The Signature and Submission screen displays.

- Edits can be made on any screen by clicking the **Previous** button.

**Note:** If any changes are completed, a new signature is needed and Saved.

The screenshot shows the 'Signature and Submission' screen. It has two signature fields. The first is for the 'Signature of Agency Administrator \*' with a note that only the Agency Administrator can sign here. It shows a signature by James Dean dated 5/14/2025 at 2:11 PM and a 'Clear Signature' link. The second is for the 'Signature of Board President/PCSA Director \*' with a note that only the Board President/PCSA Director can sign here. At the bottom, there are 'Previous' and 'Submit' buttons, with the 'Previous' button highlighted by a red box. On the right, a 'Steps' sidebar shows a list of steps: Amendment Types, Change to Agency Name, Policy Revisions, Plan Revisions, Document Revisions, and Signature and Submission (which is the current step).

- To withdraw the Amendment, click the **Withdraw** button from the OCAF Home screen.

## OCAF Submitting an Agency Amendment

The screenshot shows the OCAF Agency page for 'Happy Homes'. The agency is active, with an effective date of 12/17/2024 and an end date of 12/16/2028. The assigned licensing specialist is Lisa Oliver, with contact information provided. An amendment, AM-0000005, is shown in progress, with options to edit or withdraw. A confirmation box is displayed over the amendment, asking for confirmation to withdraw.

Agency

**Happy Homes**

Certification Status	Effective Date	End Date
Active	12/17/2024	12/16/2028

Your Assigned Licensing Specialist

Lisa Licensing Specialist

[lisa.oliver@childrenand youth.ohio.gov](mailto:lisa.oliver@childrenand youth.ohio.gov)

Please use email to contact your Specialist

Amendment

AM-0000005 Changes to Agency Name In Progress Edit Withdraw

Create a Critical Incident Report

Request an Amendment

A confirmation box displays.

- Click the **Ok** button to withdraw the Amendment.

The screenshot shows a 'Confirm Withdrawal' dialog box. It asks the user if they are sure they want to withdraw the amendment request. There are 'Cancel' and 'OK' buttons.

Confirm Withdrawal

Are you sure you want to withdraw this amendment request?

Cancel OK

The Amendment has been removed.

The screenshot shows the OCAF Agency page for 'Happy Homes'. The agency is active, with an effective date of 12/17/2024 and an end date of 12/16/2028. The assigned licensing specialist is Lisa Oliver, with contact information provided. The amendment is no longer visible. The 'Create a Critical Incident Report' and 'Request an Amendment' buttons are visible on the right side.

Agency

**Happy Homes**

Certification Status	Effective Date	End Date
Active	12/17/2024	12/16/2028

Your Assigned Licensing Specialist

Lisa Licensing Specialist

[lisa.oliver@childrenand youth.ohio.gov](mailto:lisa.oliver@childrenand youth.ohio.gov)

Please use email to contact your Specialist

Create a Critical Incident Report

Request an Amendment

# OCAF Submitting an Agency Amendment

## Changes to a Residential Facility

1. Once **Changes to a Residential Facility** option is selected from the Amendment Types screen, the Facility Information screen displays.

The screenshot shows the 'DCY Agency Amendments' header. The main content area is titled 'Facility Information' and includes a green box around the title. Below the title is a paragraph: 'Please complete all requested information for residential and group home facilities certified by ODJFS. For CRC's, please list each living unit separately.' There is a red button labeled '+ Add a Facility'. Below this is a card for 'Test Facility' with 'Active' status and an 'Edit' button. At the bottom are 'Previous' and 'Save and Continue' buttons. On the right, a 'Steps' sidebar shows a list of steps: 'Amendment Types' (checked), 'Changes to a Residential Facility' (highlighted with a green box and a blue circle), 'Policy Revisions', 'Plan Revisions', 'Document Revisions', and 'Signature and Submission'.

2. To Add a Facility, click the **+ Add a Facility** button.

This screenshot is identical to the previous one, but the '+ Add a Facility' button is highlighted with a red box to indicate it should be clicked.

The New Facility Information box displays.

3. Complete **all sections** marked with an \* asterisk. (Required)
4. Once all information is provided, click the **Save** button.

## OCAF Submitting an Agency Amendment

**New Facility Information**

**Facility Information**

\* Facility Name

\* Facility Type

--None--

\* Amendment Subtypes

☒ Opening a residential facility

**Contact Information**

\* Facility Street Address

\* Facility City

\* Facility State

Ohio

\* Facility Zip Code

\* Facility County

--None--

\* Facility Director Name

\* Facility Phone Number

Facility Fax Number

**Additional Facility Information**

Cancel Save

The New Facility now displays, highlighted in green. This green highlight indicates which facility the user is working on when there is more than one facility listed.

**Facility Information**

Please complete all requested information for residential and group home facilities certified by ODJFS. For CRC's, please list each living unit separately.

+ Add a Facility

**New Facility Testing**  
New

Opening a residential facility

Edit

**Test Facility**  
Active

Edit

Previous Save and Continue

**Steps**

- Amendment Types
- Changes to a Residential Facility**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

5. To edit a Facility, click the **Edit** button next to the appropriate facility.

## OCAF Submitting an Agency Amendment

**Facility Information**

Please complete all requested information for residential and group home facilities certified by ODJFS. For CRC's, please list each living unit separately.

+ Add a Facility

<b>New Facility Testing</b> New	Opening a residential facility	Edit
<b>Test Facility</b> Active		Edit

Previous Save and Continue

**Steps**

- Amendment Types
- Changes to a Residential Facility**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

The Edit Facility Information screen displays.

6. **Edit** the appropriate information as needed.
7. Click the **Save** button.

**Note:** The user can Delete the Facility from the Edit Facility Information screen. Shown in green below:

**Edit Facility Information**

**Facility Information**

\* Facility Name: New Facility Testing

\* Facility Type: Child Residential Center

\* Amendment Subtypes: ☒ Opening a residential facility

**Contact Information**

\* Facility Street Address: 123 W Main St

\* Facility City: Columbus

\* Facility State: Ohio

\* Facility Zip Code: 12345

\* Facility County: Franklin

\* Facility Director Name: Test Director

\* Facility Phone Number: 1234567788

Facility Fax Number:

**Additional Facility Information**

Delete Cancel Save

The Facility Information screen displays.

8. Click the **Save and Continue** button.

## OCAF Submitting an Agency Amendment

### Facility Information

Please complete all requested information for residential and group home facilities certified by ODJFS. For CRC's, please list each living unit separately.

[+ Add a Facility](#)

**New Facility Testing**  
New

Opening a residential facility

[Edit](#)

**Test Facility**  
Active

[Edit](#)

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

### Steps

- Amendment Types
- Changes to a Residential Facility**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

The Policy Revisions screen displays.

9. Shown are the required policies for your agencies selected functions. Your policies may differ from what is shown in this guide.
10. Click the **Upload Files** button to provide new files.

DCY Agency Amendments

### Policy Revisions

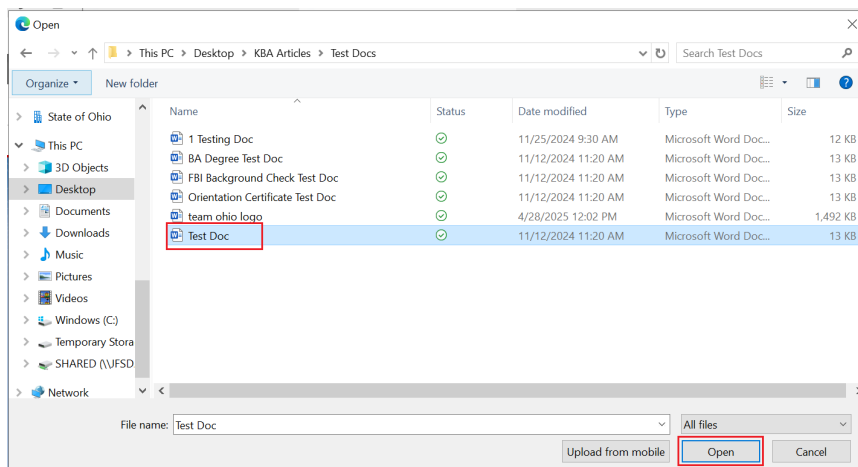
Listed below are the required policies for your agency's selected functions. Upload your written policy for each requirement below from your device. If there is a policy that you do not want to revise then you should select the N/A (Not Applicable) button.

Policy Title	Document	Revision Date	
Access to Administrator Policy 51012-5-13(A)(19)			<a href="#">N/A</a> <a href="#">Upload Files</a>
Assurance of Child's Civil Rights 51012-5-13(A)(25)			<a href="#">N/A</a> <a href="#">Upload Files</a>
Complaints of Alleged			

### Steps

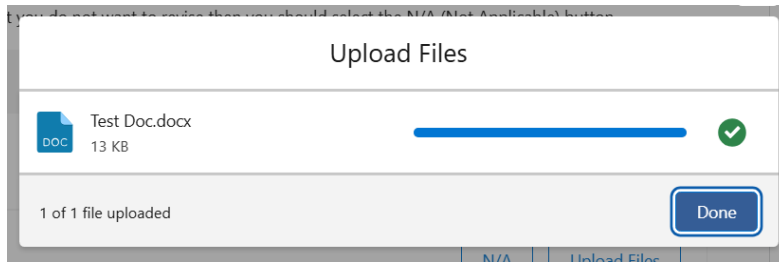
- Amendment Types
- Changes to a Residential Facility
- Policy Revisions**
- Plan Revisions
- Document Revisions
- Signature and Submission

11. Selected the appropriate **File** click the **Open** button.



## OCAF Submitting an Agency Amendment

12. A box displays verifying the document has been uploaded. Click **Done**.



The uploaded document displays, shown in green below.

13. Click the **N/A** button if no effect to that policy.

The screenshot shows the 'Policy Revisions' section of a web application. It includes a table with the following data:

Policy Title	Document	Revision Date	Mark All N/A
Access to Administrator Policy 5101:2-5-13(A)(19)	Test Doc.docx	5/15/2025	Remove
Assurance of Child's Civil Rights 5101:2-5-13(A)(25)			<b>N/A</b> Upload Files

On the right side, there is a 'Steps' sidebar with the following items: Amendment Types, Changes to a Residential Facility, **Policy Revisions** (highlighted with a green box), Plan Revisions, Document Revisions, and Signature and Submission.

**Note:** Each Policy will need to either have a new uploaded documented attached or N/A selected to save this page. Complete the above steps for each policy.

14. When complete, click **Save and Continue**.

The screenshot shows the 'Policy Revisions' section with two rows of policies:

Standards of Conduct Regarding MEPA and Title VI 5101:2-5-13(A)(27)	Test Doc.docx	5/14/2025	Remove
Use of Volunteers and College Interns 5101:2-5-13(A)(24)	Test Doc.docx	5/14/2025	Remove

At the bottom, there are two buttons: 'Previous' and **Save and Continue** (highlighted with a red box).

The Plan Revisions screen displays.

15. Click **Upload or N/A** for each Plan listed.

16. When complete, click **Save and Continue**.



## OCAF Submitting an Agency Amendment

**Plan Revisions**

Listed below are the required plans for your agency's selected functions. Upload your written plan for each requirement below from your device. If there is a plan that you do not want to revise then you should select the N/A (Not Applicable) button.

Plan Title	Document	Revision Date	Mark All N/A
Disaster Preparedness Plan 5101:2-5-13.1(D)		<div>N/A Upload Files</div>	
Foster Care Pre-Placement and Continuing Training Program Proposal 5101:2-5-40		<div>N/A Upload Files</div>	
Foster caregiver Recruitment Plan 5101:2-5-13(A)(2)		<div>N/A Upload Files</div>	

Previous

Save and Continue

**Steps**

- Amendment Types
- Changes to a Residential Facility
- Policy Revisions
- Plan Revisions**
- Document Revisions
- Signature and Submission

The Document Revisions screen displays.

17. Click **Upload Files** or **N/A** for each Document listed.

**Document Revisions**

Listed below are the required documents for your agency's selected functions. Upload your document for each requirement below from your device. If there is a document that you do not want to revise then you should select the N/A (Not Applicable) button.

Document Title	Document	Revision Date	Mark All N/A
Background checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators and foster caregivers 5101:2-5-09.1		<div>N/A Upload Files</div>	
Mission Statement 5101:2-5-08(I)		<div>N/A Upload Files</div>	

**Steps**

- Amendment Types
- Changes to a Residential Facility
- Policy Revisions
- Plan Revisions
- Document Revisions**
- Signature and Submission

18. When completed, click **Save and Continue**.

PCPA and PNA Governance and Administration(Description of Program ) 5101:2-5-08(I)	<div>N/A</div>
Personnel Requirements(Job Descriptions) 5101:2-5-09(A)	<div>N/A</div>

Previous

Save and Continue

The Signature and Submission screen displays.

19. Provide your **Signature** in the Signature Box.

## OCAF Submitting an Agency Amendment

**Note:** You can click, Clear Signature, to redo the signature before clicking Save.

20. Click **Save Signature**.

The screenshot shows the 'Signature and Submission' screen. On the left, there is a section titled 'Signature of Agency Administrator \*' with a subtext: 'Only Agency Administrator can sign here. Please have the Agency Administrator log in and sign here.' Below this is a signature box containing a blue ink signature. At the bottom of the signature box are two buttons: 'Save Signature' (blue) and 'Clear Signature' (red with an 'X' icon). On the right side, there is a 'Steps' sidebar with a vertical list of steps: 'Amendment Types', 'Changes to a Residential Facility', 'Policy Revisions', 'Plan Revisions', 'Document Revisions', and 'Signature and Submission'. The 'Signature and Submission' step is highlighted with a green box and a blue circle icon.

The Signature and Submission screen reloads, displaying the saved Signature.

**Note:** The Board President/PCSA Director's signature is also needed to fully submit the Amendment. Shown in red below:

The screenshot shows the 'Signature and Submission' screen after the Agency Administrator's signature has been saved. The 'Signature of Agency Administrator \*' section now includes a green box below the signature box that says 'Signed by James Dean on 5/15/2025 10:43 AM'. The 'Clear Signature' button remains. Below this section is a new section titled 'Signature of Board President/PCSA Director \*' with a subtext: 'Only Board President/PCSA director can sign here. Please have the Board President/ PCSA Director log in and sign here.' This section is outlined with a red border. At the bottom of the screen are two buttons: 'Previous' (blue) and 'Submit' (blue). The 'Steps' sidebar on the right is identical to the previous screenshot, with 'Signature and Submission' highlighted.

The Board President/PCSA Director will need to log into OCAF and Sign the Amendment. If the Board President/PCSA Director makes any changes to the Amendment, the Agency Administrator will be required to re-sign before it can be submitted.

To view, edit or withdraw the Amendment, refer to the **View, Edit and Withdraw Amendment** section of this Knowledge Based Article.

# OCAF Submitting an Agency Amendment

## Changes to Agency Office

1. Once **Changes to Agency Office** option is selected from the Amendment Types screen, the **Branch Information** screen displays.

DCY Agency Amendments

### Branch Information

Please complete all requested information for agency branch offices. This includes any office from which the agency conducts business related to its ODJFS certification. Do not include residential facilities in this section.

[+ Add a Branch](#)

Branch Name	Status	Action
Testing Branch	Active	<a href="#">Edit</a>

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

### Steps

- Amendment Types
- Changes in Agency Office**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

2. To Add a Branch, click the **+ Add a Branch** button.

DCY Agency Amendments

### Branch Information

Please complete all requested information for agency branch offices. This includes any office from which the agency conducts business related to its ODJFS certification. Do not include residential facilities in this section.

[+ Add a Branch](#)

Branch Name	Status	Action
Testing Branch	Active	<a href="#">Edit</a>

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

### Steps

- Amendment Types
- Changes in Agency Office**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

The New Branch Information box displays.

3. Complete **all sections** marked with an \* asterisk. (Required)
4. Once all information is provided, click the **Save** button.

## OCAF Submitting an Agency Amendment

The screenshot shows a web form titled "New Branch Information" with a green border. The form is divided into two main sections: "Branch Information" and "Contact Information".

**Branch Information:**

- \* Branch Name: Text input field.
- \* Amendment Subtypes: A checkbox labeled "Opening an Office" is checked.

**Contact Information:**

- \* Branch Street Address: Text input field.
- \* Branch City: Text input field.
- \* Branch State: Dropdown menu showing "OH".
- \* Branch Zip Code: Text input field.
- \* Branch County: Dropdown menu showing "--None--".
- \* Branch Phone Number: Text input field.
- Branch Fax Number: Text input field.
- \* Branch Supervisor: Text input field.
- \* Branch Supervisor Title: Text input field.

At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

The New Branch now displays, highlighted in green. This green highlight indicates which branch the user is working on when there is more than one branch listed.

The screenshot shows the OCAF dashboard. On the left, there is a "Branch Information" section with a green border. It contains a list of branches:

- New Test Branch** (New): Opening an Office. This entry is highlighted with a green border. It has an "Edit" button.
- Testing Branch** (Active): It has an "Edit" button.

At the bottom of the list, there are two buttons: "Previous" and "Save and Continue".

On the right side, there is a "Steps" section with a list of steps:

- Amendment Types (Completed)
- Changes in Agency Office** (Active, highlighted with a green border)
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

5. To edit a Branch, click the **Edit** button next to the appropriate branch.

## OCAF Submitting an Agency Amendment

**Branch Information**

Please complete all requested information for agency branch offices. This includes any office from which the agency conducts business related to its ODJFS certification. Do not include residential facilities in this section.

[+ Add a Branch](#)

Branch Name	Status	Action
New Test Branch	New	<a href="#">Edit</a>
Testing Branch	Active	<a href="#">Edit</a>

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

**Steps**

- Amendment Types
- Changes in Agency Office**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

The Edit Branch Information screen displays.

- Edit** the appropriate information as needed.
- Click the **Save** button.

**Note:** The user can Delete the Branch from the Edit Facility Information screen. Shown in green below:

**New Branch Information**

**Branch Information**

\* Branch Name:

\* Amendment Subtypes: ☒ Opening an Office

**Contact Information**

\* Branch Street Address:  \* Branch City:  \* Branch State:  \* Branch Zip Code:

\* Branch County:  \* Branch Phone Number:

Branch Fax Number:  \* Branch Supervisor:

\* Branch Supervisor Title:

[Delete](#) [Cancel](#) [Save](#)

The Branch Information screen displays.

- Click the **Save and Continue** button.

## OCAF Submitting an Agency Amendment

### Branch Information

Please complete all requested information for agency branch offices. This includes any office from which the agency conducts business related to its ODJFS certification. Do not include residential facilities in this section.

+ Add a Branch

New Test Branch  
New

Opening an Office

Edit

Testing Branch  
Active

Edit

Previous

Save and Continue

### Steps

- Amendment Types
- Changes in Agency Office
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

The Policy Revisions screen displays.

- Shown are the required policies for your agencies selected functions. Your policies may differ from what is shown in this guide.
- Click the **Upload Files** button to provide new files.

### Policy Revisions

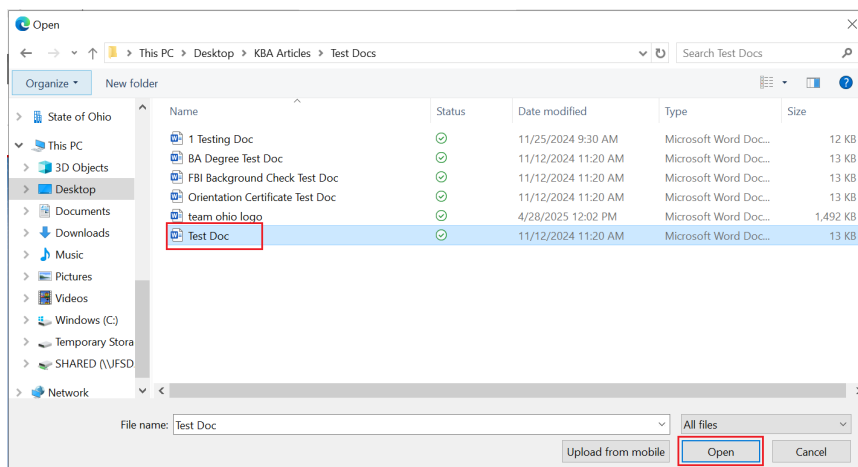
Listed below are the required policies for your agency's selected functions. Upload your written policy for each requirement below from your device. If there is a policy that you do not want to revise then you should select the N/A (Not Applicable) button.

Policy Title	Document	Revision Date	Mark All N/A
Access to Administrator Policy 5101:2-5-13(A)(19)		N/A	Upload Files
Assurance of Child's Civil Rights 5101:2-5-13(A)(25)		N/A	Upload Files
Complaints of Alleged			

### Steps

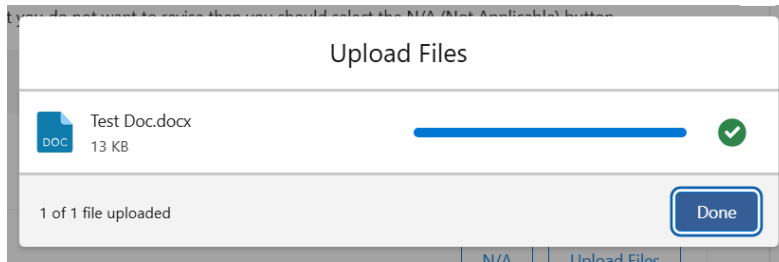
- Amendment Types
- Changes in Agency Office
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

- Selected the appropriate **File** click the **Open** button.



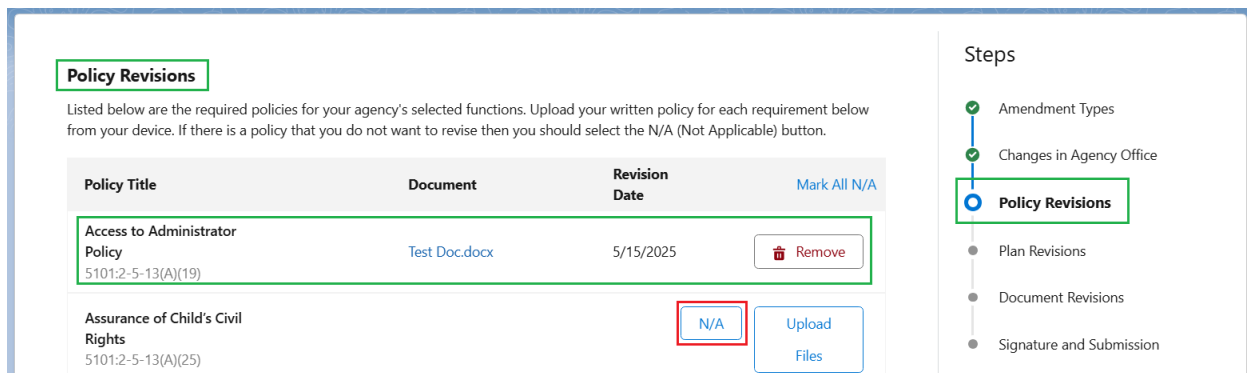
## OCAF Submitting an Agency Amendment

12. A box displays verifying the document has been uploaded. Click **Done**.



The uploaded document displays, shown in green below.

13. Click the **N/A** button if no effect to that policy.



Policy Title	Document	Revision Date	
Access to Administrator Policy 5101:2-5-13(A)(19)	Test Doc.docx	5/15/2025	<a href="#">Remove</a>
Assurance of Child's Civil Rights 5101:2-5-13(A)(25)			<a href="#">N/A</a> <a href="#">Upload Files</a>

**Policy Revisions**

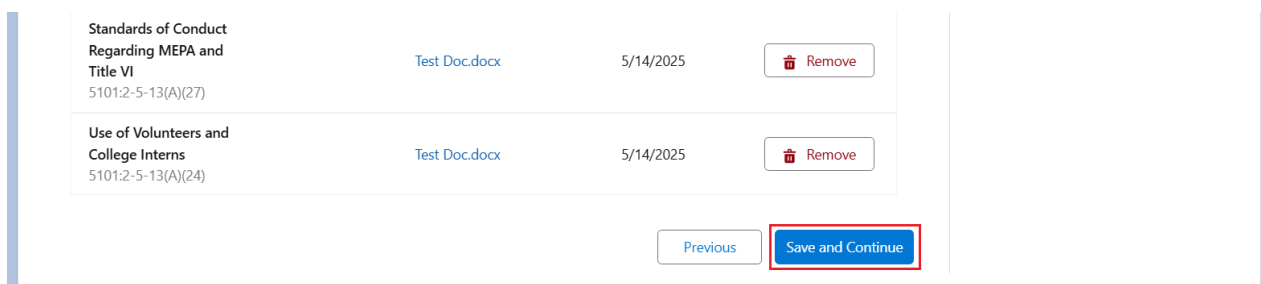
Listed below are the required policies for your agency's selected functions. Upload your written policy for each requirement below from your device. If there is a policy that you do not want to revise then you should select the N/A (Not Applicable) button.

**Steps**

- Amendment Types
- Changes in Agency Office
- Policy Revisions**
- Plan Revisions
- Document Revisions
- Signature and Submission

**Note:** Each Policy will need to either have a new uploaded documented attached or N/A selected to save this page. Complete the above steps for each policy.

14. When complete, click **Save and Continue**.



Standards of Conduct Regarding MEPA and Title VI 5101:2-5-13(A)(27)	Test Doc.docx	5/14/2025	<a href="#">Remove</a>
Use of Volunteers and College Interns 5101:2-5-13(A)(24)	Test Doc.docx	5/14/2025	<a href="#">Remove</a>

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

The Plan Revisions screen displays.

15. Click **Upload or N/A** for each Plan listed.

16. When complete, click **Save and Continue**.

# OCAF Submitting an Agency Amendment

**Plan Revisions**

Listed below are the required plans for your agency's selected functions. Upload your written plan for each requirement below from your device. If there is a plan that you do not want to revise then you should select the N/A (Not Applicable) button.

Plan Title	Document	Revision Date	Mark All N/A
Disaster Preparedness Plan 5101:2-5-13.1(D)		<div>N/AUpload Files</div>	
Foster Care Pre-Placement and Continuing Training Program Proposal 5101:2-5-40		<div>N/AUpload Files</div>	
Foster caregiver Recruitment Plan 5101:2-5-13(A)(2)		<div>N/AUpload Files</div>	

Previous

Save and Continue

**Steps**

- Amendment Types
- Changes in Agency Office
- Policy Revisions
- Plan Revisions**
- Document Revisions
- Signature and Submission

The Document Revisions screen displays.

17. Click **Upload Files** or **N/A** for each Document listed.

**Document Revisions**

Listed below are the required documents for your agency's selected functions. Upload your document for each requirement below from your device. If there is a document that you do not want to revise then you should select the N/A (Not Applicable) button.

Document Title	Document	Revision Date	Mark All N/A
Background checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators and foster caregivers 5101:2-5-09.1		<div>N/AUpload Files</div>	
Mission Statement 5101:2-5-08(I)		<div>N/AUpload Files</div>	

**Steps**

- Amendment Types
- Changes in Agency Office
- Policy Revisions
- Plan Revisions
- Document Revisions**
- Signature and Submission

18. When completed, click **Save and Continue**.

PCPA and PNA Governance and Administration(Description of Program ) 5101:2-5-08(I)	<div>N/A</div>
Personnel Requirements(Job Descriptions) 5101:2-5-09(A)	<div>N/A</div>

Previous

Save and Continue

The Signature and Submission screen displays.



## OCAF Submitting an Agency Amendment

19. Provide your **Signature** in the Signature Box.

**Note:** You can click, Clear Signature, to redo the signature before clicking Save.

20. Click **Save Signature**.

The screenshot shows the 'Signature and Submission' screen. On the left, there is a section titled 'Signature of Agency Administrator \*' with a subtext: 'Only Agency Administrator can sign here. Please have the Agency Administrator log in and sign here.' Below this is a signature box containing a blue ink signature. At the bottom of this section are two buttons: 'Save Signature' (blue) and 'Clear Signature' (red with an 'X' icon). On the right side, there is a 'Steps' sidebar with a vertical list of steps: 'Amendment Types', 'Changes in Agency Office', 'Policy Revisions', 'Plan Revisions', 'Document Revisions', and 'Signature and Submission'. The 'Signature and Submission' step is highlighted with a blue circle and a green border.

The Signature and Submission screen reloads, displaying the saved Signature.

**Note:** The Board President/PCSA Director's signature is also needed to fully submit the Amendment. Shown in red below:

This screenshot shows the same 'Signature and Submission' screen after a reload. The 'Signature of Agency Administrator \*' section now includes a green box below the signature that says 'Signed by James Dean on 5/15/2025 11:18 AM'. Below this section is a new section titled 'Signature of Board President/PCSA Director \*' with a subtext: 'Only Board President/PCSA director can sign here. Please have the Board President/ PCSA Director log in and sign here.' This section is outlined with a red border. At the bottom of the screen are two buttons: 'Previous' and 'Submit'. The 'Steps' sidebar on the right remains the same, with 'Signature and Submission' highlighted.

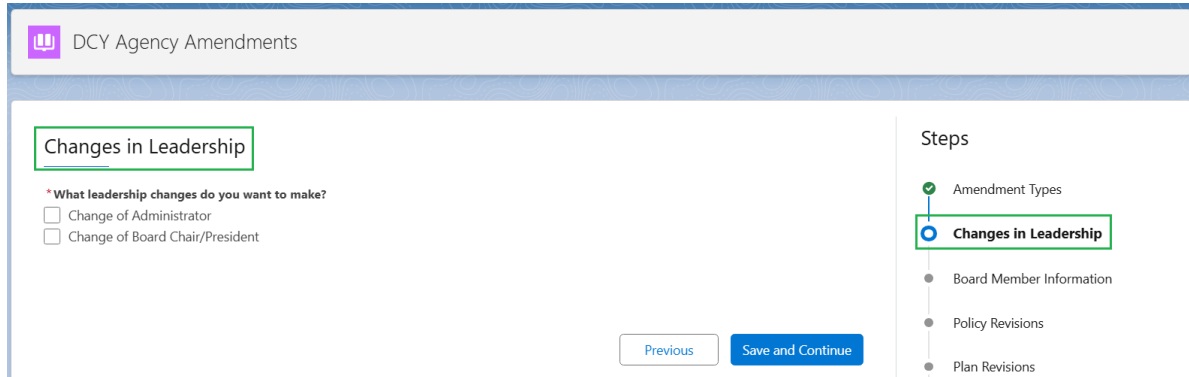
The Board President/PCSA Director will need to log into OCAF and Sign the Amendment. If the Board President/PCSA Director makes any changes to the Amendment, the Agency Administrator will be required to re-sign before it can be submitted.

To view, edit or withdraw the Amendment, refer to the **View, Edit and Withdraw Amendment** section of this Knowledge Based Article.

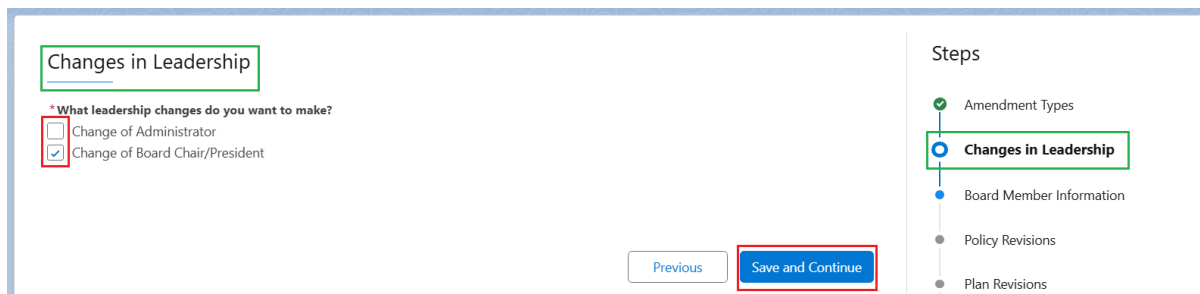
# OCAF Submitting an Agency Amendment

## Changes in Leadership

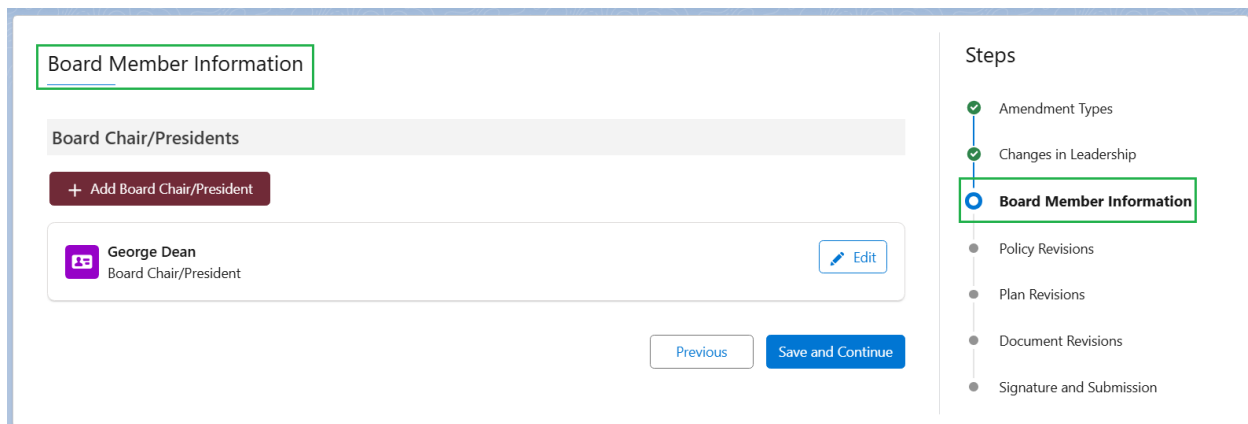
1. Once **Changes in Leadership** option is selected from the Amendment Types screen, the Changes in Leadership screen displays.



2. Check the appropriate box for **What leadership changes do you want to make**.
3. Click **Save and Continue**.



The Administrator or Board Chair Information screen displays. The title of the screen will depend on which Leadership Member you are updating.



4. To Add a new Board Chair/President, click the **+ Add Board Chair/President** button.

## OCAF Submitting an Agency Amendment

The New Board Chair/President Information box displays.

5. Complete **all sections** marked with an \* asterisk. (Required)
6. Once all information is provided and all required documents uploaded, click the **Save** button.

**New Board Chair/President Information**

\* Board Member Type: Board Chair/President

\* Amendment Subtypes: Change of Board Chair/President

\* Preferred Prefix: --None--

\* Title:

\* First Name:

\* Last Name:

\* Street Address:

\* City:

\* State: Ohio

\* Zip Code:

\* Email Address:

\* Phone Number:

\* Begin Role Date:

**Background Checks**

\* Document Type: BCI Only

\* Date of Background Check:

\* Receipt Date:

Upload Files Or drop files

\* Document Type: FBI Only

\* Date of Background Check:

\* Receipt Date:

Upload Files Or drop files

**Proof of Degree**

Document Type: Proof of Degree

Type of Degree: --None--

Field of Degree:

Upload Files Or drop files

**Other Required Documents**

\* Document Type: National Sex Offender Search Results

Upload Files Or drop files

\* Document Type: Alleged Perpetrator search

Upload Files Or drop files

\* Document Type: Findings of Recovery

Upload Files Or drop files

\* Document Type: SAMS search-need

Upload Files Or drop files

Cancel Save

The New Board Member now displays, highlighted in green. This green highlight indicates which member the user is working on when there is more than one member listed.

## OCAF Submitting an Agency Amendment

Board Member Information

Board Chair/Presidents

+ Add Board Chair/President

George Dean  
Board Chair/President

Edit

Katherine Smith  
Board Chair/President

Change of Board Chair/President

Edit

Previous Save and Continue

Steps

- Amendment Types
- Changes in Leadership
- Board Member Information**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

7. To edit a Board Member, click the **Edit** button next to the appropriate member.

Board Member Information

Board Chair/Presidents

+ Add Board Chair/President

George Dean  
Board Chair/President

Edit

Katherine Smith  
Board Chair/President

Change of Board Chair/President

Edit

Previous Save and Continue

Steps

- Amendment Types
- Changes in Leadership
- Board Member Information**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

The Edit Board Chair/President Information screen displays.

8. **Edit** the appropriate information as needed.
9. Click the **Save** button.

**Note:** The user can Delete the Member from the Edit Board Chair/President Information screen. Shown in green below:

## OCAF Submitting an Agency Amendment

**Edit Board Chair/President Information**

\* Board Member Type: Board Chair/President

\* Amendment Subtypes: Change of Board Chair/President

\* Preferred Prefix: Ms. \* Title: Ms \* First Name: Katherine \* Last Name: Smith

\* Street Address: 123 West Main \* City: Columbus \* State: Ohio \* Zip Code: 12345

\* Email Address: testing@test.com \* Phone Number: 1234567788 \* Begin Role Date: Jun 2, 2025

**Background Checks**

\* Document Type: BCI Only \* Date of Background Check: May 12, 2025 \* Receipt Date: May 15, 2025

[FBI Background Check Test Doc.docx](#)

**Delete** **Cancel** **Save**

The Board Member Information screen displays.

10. Click the **Save and Continue** button.

**Board Member Information**

Board Chair/Presidents

+ Add Board Chair/President

George Dean Board Chair/President Edit

Katherine Smith Board Chair/President Change of Board Chair/President Edit

Previous **Save and Continue**

**Steps**

- Amendment Types
- Changes in Leadership
- Board Member Information**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

The Policy Revisions screen displays.

11. Shown are the required policies for your agencies selected functions. Your policies may differ from what is shown in this guide.

12. Click the **Upload Files** button to provide new files.

## OCAF Submitting an Agency Amendment

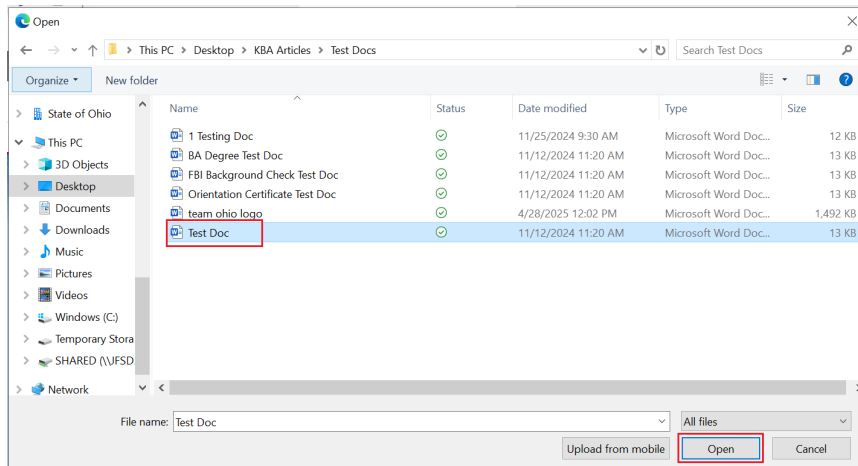
DCY Agency Amendments

**Policy Revisions**

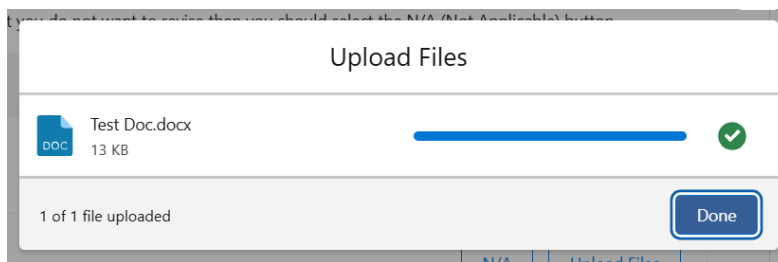
Listed below are the required policies for your agency's selected functions. Upload your written policy for each requirement below from your device. If there is a policy that you do not want to revise then you should select the N/A (Not Applicable) button.

Policy Title	Document	Revision Date	Mark All N/A
Access to Administrator Policy 5101:2-5-13(A)(19)		<div>N/A</div> <div>Upload Files</div>	
Assurance of Child's Civil Rights 5101:2-5-13(A)(25)		<div>N/A</div> <div>Upload Files</div>	
Complaints of Alleged			

13. Selected the appropriate **File** click the **Open** button.



14. A box displays verifying the document has been uploaded. Click **Done**.



The uploaded document displays, shown in green below.

15. Click the **N/A** button if no effect to that policy.

## OCAF Submitting an Agency Amendment

### Policy Revisions

Listed below are the required policies for your agency's selected functions. Upload your written policy for each requirement below from your device. If there is a policy that you do not want to revise then you should select the N/A (Not Applicable) button.

Policy Title	Document	Revision Date	Mark All N/A
Access to Administrator Policy 5101:2-5-13(A)(19)	Test Doc.docx	5/14/2025	Remove
Assurance of Child's Civil Rights 5101:2-5-13(A)(25)		N/A	Upload Files

**Note:** Each Policy will need to either have a new uploaded documented attached or N/A selected to save this page. Complete the above steps for each policy.

16. When complete, click **Save and Continue**.

Standards of Conduct Regarding MEPA and Title VI 5101:2-5-13(A)(27)	Test Doc.docx	5/14/2025	Remove
Use of Volunteers and College Interns 5101:2-5-13(A)(24)	Test Doc.docx	5/14/2025	Remove

Previous

The Plan Revisions screen displays.

17. Click **Upload or N/A** for each Plan listed.

18. When complete, click **Save and Continue**.

## OCAF Submitting an Agency Amendment

**Plan Revisions**

Listed below are the required plans for your agency's selected functions. Upload your written plan for each requirement below from your device. If there is a plan that you do not want to revise then you should select the N/A (Not Applicable) button.

Plan Title	Document	Revision Date	Mark All N/A
Disaster Preparedness Plan 5101:2-5-13.1(D)		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>
Foster Care Pre-Placement and Continuing Training Program Proposal 5101:2-5-40		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>
Foster caregiver Recruitment Plan 5101:2-5-13(A)(2)		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>

The Document Revisions screen displays.

19. Click **Upload Files or N/A** for each Document listed.

**Document Revisions**

Listed below are the required documents for your agency's selected functions. Upload your document for each requirement below from your device. If there is a document that you do not want to revise then you should select the N/A (Not Applicable) button.

Document Title	Document	Revision Date	Mark All N/A
Background checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators and foster caregivers 5101:2-5-09.1		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>
Mission Statement 5101:2-5-08(I)		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>

20. When completed, click **Save and Continue**.

PCPA and PNA Governance and Administration(Description of Program ) 5101:2-5-08(I)	<input type="button" value="N/A"/>
Personnel Requirements(Job Descriptions) 5101:2-5-09(A)	<input type="button" value="N/A"/>



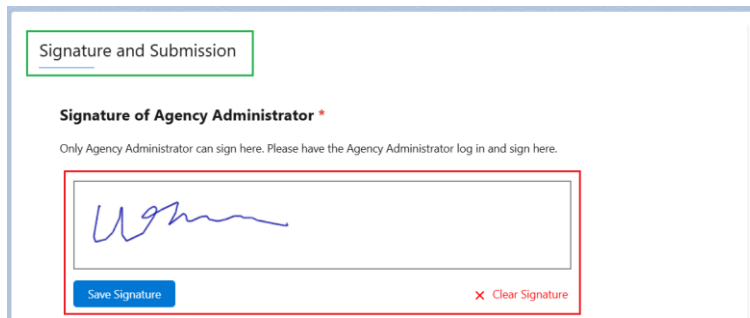
## OCAF Submitting an Agency Amendment

The Signature and Submission screen displays.

21. Provide your **Signature** in the Signature Box.

**Note:** You can click, Clear Signature, to redo the signature before clicking Save.

22. Click **Save Signature**.



Signature and Submission

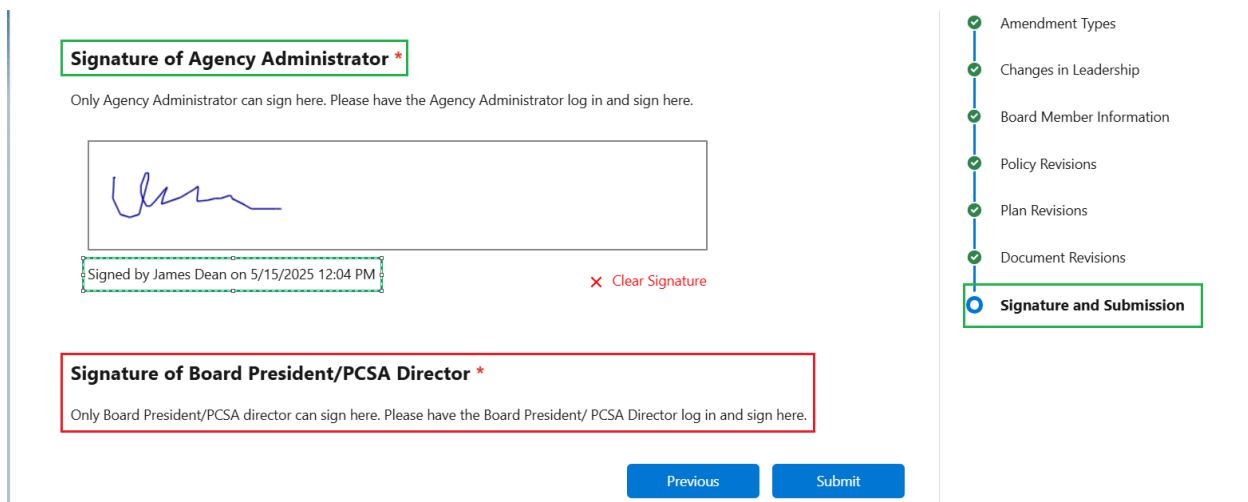
**Signature of Agency Administrator \***

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

Save Signature Clear Signature

The Signature and Submission screen reloads, displaying the saved Signature.

**Note:** The Board President/PCSA Director's signature is also needed to fully submit the Amendment. Shown in red below:



**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 5/15/2025 12:04 PM

Clear Signature

**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.

Previous Submit

- Amendment Types
- Changes in Leadership
- Board Member Information
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission**

The Board President/PCSA Director will need to log into OCAF and Sign the Amendment. If the Board President/PCSA Director makes any changes to the Amendment, the Agency Administrator will be required to re-sign before it can be submitted.

To view, edit or withdraw the Amendment, refer to the **View, Edit and Withdraw Amendment** section of this Knowledge Based Article.

# OCAF Submitting an Agency Amendment

## Changes in Agency Function

1. Once **Changes in Agency Function** option is selected from the Amendment Types screen, the Functions screen displays.

DCY Agency Amendments

**Functions**

Please check all boxes identifying the function(s) for which your agency wishes to be certified.

- ☐ 1. To operate a Children's Residential Center(s) (CRC)
- ☐ 2. To operate a Group Home(s) (GH)
- ☐ 3. To operate a Residential Parenting Facility (RPF)
- ☐ 4. To operate or provide Independent Living Arrangements (ILA)

**Steps**

- Amendment Types
- Change in Agency Function**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

2. Check the appropriate box(es) for, **Identifying the function(s) for which your agency wishes to be certified.**
3. Click **Save and Continue.**

## OCAF Submitting an Agency Amendment

Functions

Please check all boxes identifying the function(s) for which your agency wishes to be certified.

☐

1. To operate a Children's Residential Center(s) (CRC)

☐

2. To operate a Group Home(s) (GH)

☐

3. To operate a Residential Parenting Facility (RPF)

☐

4. To operate or provide Independent Living Arrangements (ILA)

☒

5. To act as a representative of ODCY in recommending Family Foster Home Certification

☐

6. To act as a representative of ODCY in recommending Treatment Foster Home Certification

☐

7. To act as a representative of ODCY in recommending Medically Fragile Foster Home Certification

☐

8. To act as a representative of ODCY in recommending Pre-Adoptive Infant Foster Home Certification

☒

11. To participate in Placement in Foster Care

☒

12. To participate in Placement in Adoption

☐

13. To operate a Children's Crisis Care Facility (CCCF)

☐

15. To operate a Scholars Residential Center (SRC)

☐

16. To operate a Residential Infant Care Center (RICC)

Previous

Save and Continue

Steps

☒

Amendment Types

☒

Change in Agency Function

☐

Policy Revisions

☐

Plan Revisions

☐

Document Revisions

☐

Signature and Submission

The Policy Revisions screen displays.

4. Shown are the required policies for your agencies selected functions. Your policies may differ from what is shown in this guide.
5. Click the **Upload Files** button to provide new files.

## OCAF Submitting an Agency Amendment

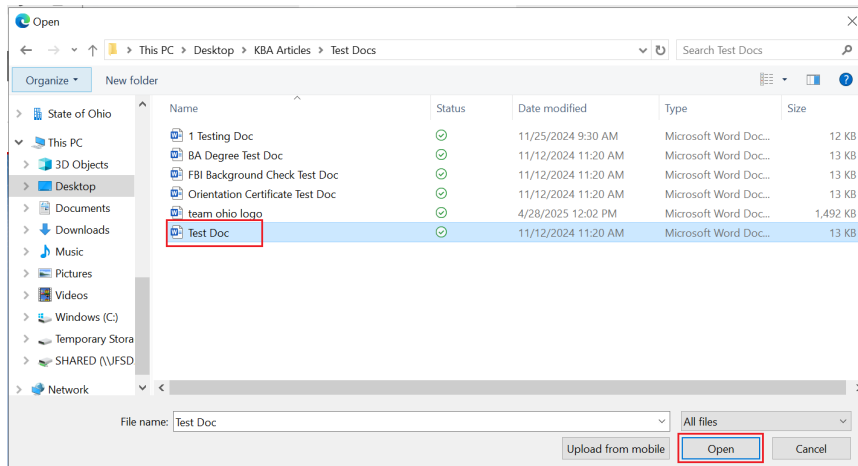
DCY Agency Amendments

**Policy Revisions**

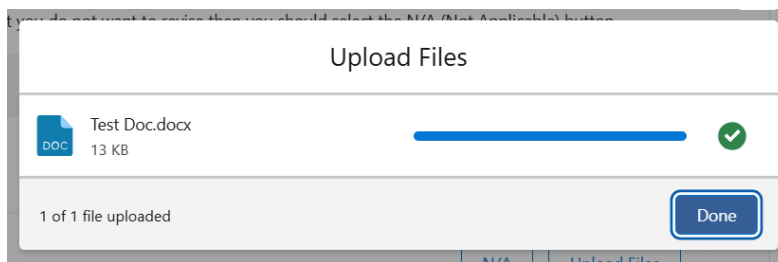
Listed below are the required policies for your agency's selected functions. Upload your written policy for each requirement below from your device. If there is a policy that you do not want to revise then you should select the N/A (Not Applicable) button.

Policy Title	Document	Revision Date	Mark All N/A
Access to Administrator Policy 5101:2-5-13(A)(19)		<div>N/A</div> <div>Upload Files</div>	
Assurance of Child's Civil Rights 5101:2-5-13(A)(25)		<div>N/A</div> <div>Upload Files</div>	
Complaints of Alleged			

6. Selected the appropriate **File** click the **Open** button.



7. A box displays verifying the document has been uploaded. Click **Done**.



The uploaded document displays, shown in green below.

8. Click the **N/A** button if no effect to that policy.

## OCAF Submitting an Agency Amendment

### Policy Revisions

Listed below are the required policies for your agency's selected functions. Upload your written policy for each requirement below from your device. If there is a policy that you do not want to revise then you should select the N/A (Not Applicable) button.

Policy Title	Document	Revision Date	Mark All N/A
Access to Administrator Policy 5101:2-5-13(A)(19)	Test Doc.docx	5/14/2025	Remove
Assurance of Child's Civil Rights 5101:2-5-13(A)(25)		N/A	Upload Files

**Note:** Each Policy will need to either have a new uploaded documented attached or N/A selected to save this page. Complete the above steps for each policy.

9. When complete, click **Save and Continue**.

Standards of Conduct Regarding MEPA and Title VI 5101:2-5-13(A)(27)	Test Doc.docx	5/14/2025	Remove
Use of Volunteers and College Interns 5101:2-5-13(A)(24)	Test Doc.docx	5/14/2025	Remove
Previous  Save and Continue			

The Plan Revisions screen displays.

10. Click **Upload or N/A** for each Plan listed.

11. When complete, click **Save and Continue**.

## OCAF Submitting an Agency Amendment

**Plan Revisions**

Listed below are the required plans for your agency's selected functions. Upload your written plan for each requirement below from your device. If there is a plan that you do not want to revise then you should select the N/A (Not Applicable) button.

Plan Title	Document	Revision Date	Mark All N/A
Disaster Preparedness Plan 5101:2-5-13.1(D)		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>
Foster Care Pre-Placement and Continuing Training Program Proposal 5101:2-5-40		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>
Foster caregiver Recruitment Plan 5101:2-5-13(A)(2)		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>

The Document Revisions screen displays.

12. Click **Upload Files or N/A** for each Document listed.

**Document Revisions**

Listed below are the required documents for your agency's selected functions. Upload your document for each requirement below from your device. If there is a document that you do not want to revise then you should select the N/A (Not Applicable) button.

Document Title	Document	Revision Date	Mark All N/A
Background checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators and foster caregivers 5101:2-5-09.1		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>
Mission Statement 5101:2-5-08(I)		<input type="button" value="N/A"/>	<input type="button" value="Upload Files"/>

13. When completed, click **Save and Continue**.

PCPA and PNA Governance and Administration(Description of Program ) 5101:2-5-08(I)	<input type="button" value="N/A"/>
Personnel Requirements(Job Descriptions) 5101:2-5-09(A)	<input type="button" value="N/A"/>

## OCAF Submitting an Agency Amendment

The Signature and Submission screen displays.

14. Provide your **Signature** in the Signature Box.

**Note:** You can click, Clear Signature, to redo the signature before clicking Save.

15. Click **Save Signature**.

The screenshot shows the 'Signature and Submission' screen. On the left, a red-bordered box contains the 'Signature of Agency Administrator \*' section. It includes the instruction 'Only Agency Administrator can sign here. Please have the Agency Administrator log in and sign here.' Below this is a signature box with a blue ink signature. At the bottom of this box are two buttons: 'Save Signature' (blue) and 'Clear Signature' (red with a red 'X' icon). To the right of the signature box is a 'Steps' sidebar with a vertical list of steps: 'Amendment Types', 'Change in Agency Function', 'Policy Revisions', 'Plan Revisions', 'Document Revisions', and 'Signature and Submission'. The 'Signature and Submission' step is highlighted with a green box and a blue circle icon.

The Signature and Submission screen reloads, displaying the saved Signature.

**Note:** The Board President/PCSA Director's signature is also needed to fully submit the Amendment. Shown in red below:

This screenshot shows the 'Signature and Submission' screen after the first signature has been saved. The 'Signature of Agency Administrator \*' section now includes a green-bordered box below the signature that reads 'Signed by James Dean on 5/15/2025 12:19 PM'. The 'Clear Signature' button remains. Below this section is a new red-bordered box for the 'Signature of Board President/PCSA Director \*'. It includes the instruction 'Only Board President/PCSA director can sign here. Please have the Board President/ PCSA Director log in and sign here.' At the bottom of the screen are two blue buttons: 'Previous' and 'Submit'. The 'Steps' sidebar on the right is identical to the previous screenshot, with 'Signature and Submission' highlighted.

The Board President/PCSA Director will need to log into OCAF and Sign the Amendment. If the Board President/PCSA Director makes any changes to the Amendment, the Agency Administrator will be required to re-sign before it can be submitted.

# OCAF Submitting an Agency Amendment

To view, edit or withdraw the Amendment, refer to the **View, Edit and Withdraw Amendment** section of this Knowledge Based Article.

## Board Chair/President Signature

The Board President/PCSA Director will need to log into OCAF and Sign the Amendment. If the Board President/PCSA Director makes any changes to the Amendment, the Agency Administrator will be required to re-sign before it can be submitted.

1. From the OCAF **Home** screen, click the **Edit** button within the Amendment section.

The screenshot shows the OCAF Home screen. At the top, there is a navigation bar with the Ohio Department of Job & Family Services logo, a search bar, and a dropdown menu currently set to 'Home'. Below the navigation bar, the main content area is titled 'Welcome to Ohio Certification for Agencies and Families (OCAF!)'. It includes a 'Privacy Policy' section and a 'Happy Homes' section. The 'Happy Homes' section displays the agency's certification status as 'Active', with an effective date of 12/17/2024 and an end date of 12/16/2028. It also lists the assigned licensing specialist, Lisa Oliver, with her contact information. At the bottom of the main content area, there is an 'Amendment' section. It shows a list of amendments, with the first one, 'AM-000010', selected. This amendment is for 'Changes to Agency Name' and is currently 'In Progress'. To the right of the amendment list, there are two buttons: 'Edit' (highlighted with a red box) and 'Withdraw'.

Department of Job & Family Services

Search...

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.

#### Happy Homes

Certification Status	Effective Date	End Date
Active	12/17/2024	12/16/2028

Your Assigned Licensing Specialist

Lisa Licensing Specialist

[lisa.oliver@childrenandyouth.ohio.gov](mailto:lisa.oliver@childrenandyouth.ohio.gov)

Please use email to contact your Specialist

#### Amendment

Amendment ID	Description	Status	Action
AM-000010	Changes to Agency Name	In Progress	<a href="#">Edit</a> <a href="#">Withdraw</a>

#### 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

- [User Guide for Initial Certification](#)

Create a Critical Incident Report

Request an Amendment

The Amendment Types screen displays, with the Amendment pre-selected and the date the change takes effect.



# OCAF Submitting an Agency Amendment

Ohio Certification f... Home DCY Agency Amend...

DCY Agency Amendments

**Amendment Types**

Please review the types of amendments before selecting. You may select more than one type. Amendment requirement details can be found under OAC 5180:2-5-02. Revisions to your policies, plans, documents may be required for any of these amendments.

▼ Select an Amendment Type

☒ Change to Agency Name

Requires:

- A copy of any amended Articles of Incorporation authorizing the name change.
- If any of your policies, plans or documents have your agency name on them, you will be required to revise them and upload them as revised.
- A copy of the minutes of the governing body meeting authorizing the name change.
- Must be submitted at least 30 days prior to implementing a name change.

**Steps**

- **Amendment Types**
- Change to Agency Name
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

**Note:** Changes can be made on all screens but will require the Agency Administrator to review and re-sign the Amendment.

2. Click the **Save and Continue** button.

\* When does this change take effect?

06-02-2025

Save and Continue

- Depending on the Type of Amendment being reviewed by the Board President/Director, the next steps may differ. Each Step will need to be **Reviewed and Saved** to continue to the Signature and Submission Step.
- If additional guidance is needed on each page, please refer to the steps detailed earlier in this Knowledge Base Article.

Agency Name

\* Please enter your agency's new name

Happiest Homes

Previous Save and Continue

**Steps**

- Amendment Types
- **Change to Agency Name**
- Policy Revisions
- Plan Revisions
- Document Revisions
- Signature and Submission

- Once all Steps have been Reviewed and Saved, the Board President/Director will need to **Sign the Amendment**.
- Click **Save Signature**.

## OCAF Submitting an Agency Amendment

The screenshot shows the 'DCY Agency Amendments' interface. The 'Signature and Submission' step is highlighted in the 'Steps' sidebar on the right. The main content area has two signature sections. The first section, 'Signature of Agency Administrator \*', shows a signature and the text 'Signed by James Dean on 5/15/2025 12:29 PM'. The second section, 'Signature of Board President/PCSA Director \*', is highlighted with a red border and shows a signature. Below this signature is a blue 'Save Signature' button and a red 'Clear Signature' link. At the bottom of the form are 'Previous' and 'Submit' buttons.

The Board President/PCSA Directors signature is saved.

7. Click the **Submit** button.

This screenshot shows the same 'Signature of Board President/PCSA Director \*' section. The signature is now 'Signed by George Dean on 5/15/2025 12:29 PM'. The 'Submit' button at the bottom right is highlighted with a red border.

A notification displays, verifying the Amendment has been submitted.

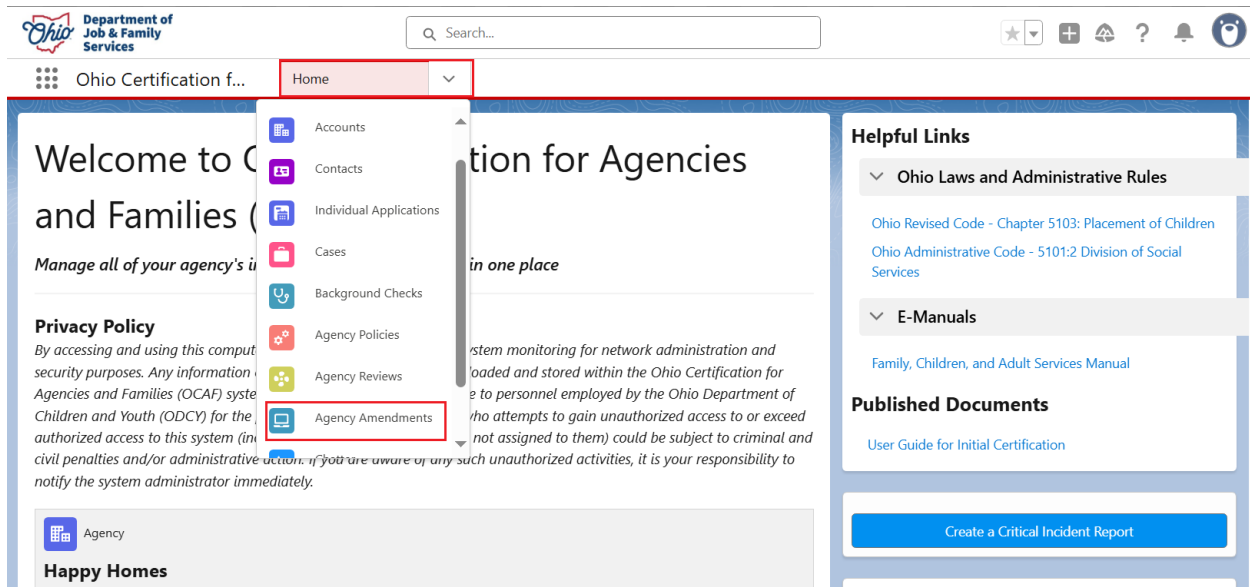
A green notification banner with a white checkmark icon on the left and a white 'x' icon on the right. The text inside the banner reads: 'Thank you. Your amendment request has been submitted for review. You can track your requests under the Agency Amendments drop-down from OCAF.'

# OCAF Submitting an Agency Amendment

## Amendment Status

An Agency Administrator or Board President/Director can track and check the status of their Amendments by navigating to the Agency Amendments screen.

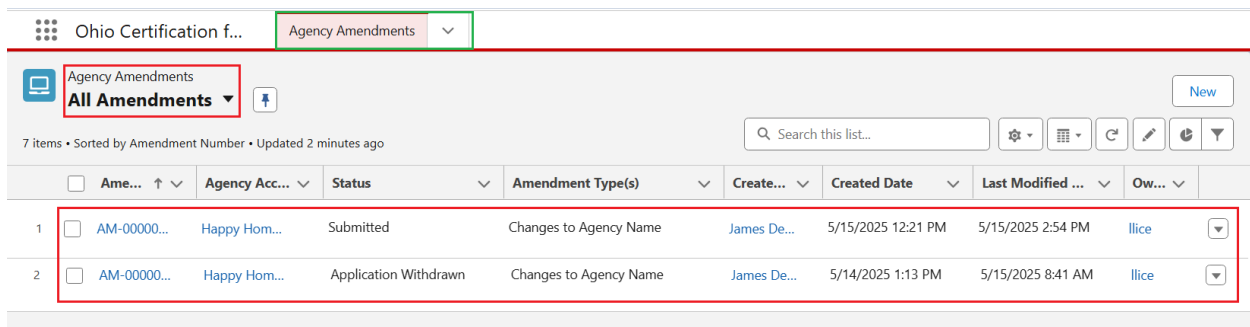
1. From the OCAF **Home** screen, select **Agency Amendments** from the dropdown menu.



The Agency Amendments tab displays.

2. Select **All Amendments** from the Agency Amendment List.

All Amendments for that Agency display, verifying the current Status.



An email will be issued for any additional information needed or status change.

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