

**Provider Agreement Guidance for Early Childhood Education (ECE) Grantee
Preschool Programs operated by a School District, Chartered Nonpublic,
Educational Service Center, Community School, Joint Vocational Service
Center, or Board of Developmental Disabilities**

July 2024

Step 1: Determine if your site location has already signed a Publicly Funded Child Care (PFCC) agreement

___ If you've already signed a PFCC agreement, please confirm current rates are listed for the site location. If there are no current rates, update that information. Job Aide: [How to Update Customary Rates in OCLQS](#)

___ If you have not already signed a PFCC agreement, please continue to the next steps in this guide.

Step 2: Preparation

___ Gather the IRN and license number for each ECE Grant site location.

___ Determine how the [Ohio Child Licensing and Quality System \(OCLQS\) Owner](#) is set up for your district by checking [Ohio Education Directory System\(OEDS\)](#) to see if each site location/ program building has an OCLQS Owner. The OEDS Owner is different than the OCLQS Administrator and has full access to all preschool and School Age Child Care (SACC) licensing and Step Up To Quality (SUTQ) rating functions.

Path for District Level Owner: District Level Owner's will have a card in OCLQS for every program that is in their hierarchy. A PFCC agreement will need to be signed and rates added for each program that is an ECE Grantee and does not already have one. If the grantee already has a PFCC agreement, please review the agreement to ensure that customary rates are added.

Path for Site Location Owner: Site Location Owner's will have a card in OCLQS for every program which they are associated to. This could be one or many. A PFCC agreement will need to be signed and rates added for each program that is an ECE Grantee and does not already have one. If the grantee already has a PFCC agreement, please review the agreement to ensure that customary rates are added.

___ Confirm the OCLQS Owner has the correct email set as Primary and Public in OEDS.

___ Gather banking information, federal tax identification, and W-9. The OCLQS Owner may need to work with the treasurer or financial personnel. If the treasurer or financial personnel must be the one to sign the PFCC agreement, their OEDS Administrator may give them the OCLQS Owner role. More than one person can have the role as OCLQS Owner.

- To obtain an EIN, please visit [Apply for an Employer Identification Number \(EIN\) online | Internal Revenue Service \(irs.gov\)](#).
- If you have an EIN, but cannot locate it, please visit [Lost or Misplaced Your EIN? | Internal Revenue Service \(irs.gov\)](#).
- For more information on a W-9, please visit [About Form W-9, Request for Taxpayer Identification Number and Certification | Internal Revenue Service \(irs.gov\)](#).

Step 2: Complete the Publicly Funded Child Care Provider Application

___ Please select **YES** you will accept PFCC (REQUIRED)

___ Follow the steps in [How to Complete a PFCC Agreement & Financial information in OCLQS](#)

Please note information in your PFCC agreement must match your EIN and W-9 information exactly in order to be approved. Details below on W-9 requirements that must be submitted with your request.

- Line 1 of W-9 must match the Tax Owner Name as shown in the picture below.
- Line 3a or 3b
- Line 5 and 6 must match the Tax Owner mailing address as shown in the Picture below.
- Part I – you will enter either EIN or Social Security number - **do not fill in both**. If you do not currently have an EIN you will need to speak to the IRS or a Tax professional directly to obtain an EIN.
- Part II – Must be signed and dated.

Additional Resources and Job Aides

[OCLQS Licensing Job Aides](#)

[How to Update Customary Rates in OCLQS](#)

[How to Perform Account Management-ODE](#)

Who to Call

- For assistance with your OCLQS role, please contact your OEDS Administrator.
- For assistance navigating the OCLQS, please contact the Business Unit at 1-877-302-2347, Option 1.

- For assistance with questions about the PFCC agreement, please contact the Family and Customer Support Center at 1-844-234-KIDS (5437), Option 2.
- For assistance with your EIN or W-9, please use the links above. DCY cannot assist with this information.