



October 2, 2023

**Child Care Manual Procedure Letter No. 171**

**TO: All Child Care Manual Holders**

**FROM: Matt Damschroder, Director**

**SUBJECT: Ohio PROMISE – Inclusive Child Care Updated Application Process for Inclusive Child Care Designation**

This letter revises the application process for the Inclusive Child Care (ICCP) designation detailed in Child Care Manual Procedure Letter No. 163.

**Background**

On August 7, 2023, the Ohio Department of Job and Family Services (ODJFS) implemented the Ohio PROMISE ICCP designation by issuing Child Care Manual Procedure Letter No. 163. Initially, interested programs were directed to complete the JFS 00600 "Application for Inclusive Child Care Program (ICCP) Designation and Funding Agreement" form and submit to ODJFS through an email mailbox for processing.

**Updated ICCP Application Process**

ODJFS has added the ICCP application to the Ohio Child Licensing and Quality System (OCLQS). Beginning October 2, 2023, programs interested in obtaining the ICCP designation must apply online through their OCLQS provider portal. A job aid with step-by-step instructions for completing the application in OCLQS is available here: [OCLQS Licensing Job Aids | Job and Family Services \(ohio.gov\)](#).

This change in the application process is for new ICCP applicants only. Programs that have already received the ICCP designation approval or have been grandfathered into the ICCP designation should not reapply through OCLQS. Any program who submitted a paper application and has been asked to resubmit must apply online after October 2, 2023.

The ICCP designation is in place for one year from the date of approval. All programs, including grandfathered programs, must renew the ICCP designation through OCLQS every year at the end of their award period. A renewal reminder will be emailed to ICCP designated programs. Failure to follow the requirements of the ICCP designation could result in designation removal. All ICCP designations are indicated on the *Ohio Search for Early Care and Education Programs* webpage ([childcaresearch.ohio.gov](#)), to assist families in locating inclusive child care.

**Obsoleted Form**

Beginning October 2, 2023, ODJFS will only accept ICCP designation applications through OCLQS. The JFS 00600 "Application for Inclusive Child Care Program (ICCP) Designation and



Funding Agreement" is no longer available for programs to use and any JFS 00600 forms sent via email will not be processed.

**Questions**

Please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4, or at [childcarepolicy@jfs.ohio.gov](mailto:childcarepolicy@jfs.ohio.gov) with any questions.