

Instructions for Reviewer:

Copy the text below, insert into an e-mail and change review information in the highlighted areas.

Compliance Review

Provider/Facility Name:

Facility#:

County:

Dear,

Based on the outcome of your recent Licensure compliance review, the facility referenced above will be issued a 0 year term license.

Please submit the licensure fee payment of \$50.00 \$75.00 or \$100.00 online.

Only the licensee and his/her designee have the required password and user ID to make on-line licensure payments. Use this link [Licensure Fee Payment](#) or follow the directions below.

PAYMENT MUST BE RECEIVED 14 DAYS FROM THE DATE OF THIS EMAIL

Your license will be issued within 20 days of receipt of payment. Please note that fees are non-refundable. A receipt in the form of a letter will be issued with your license.

OAC 5123:2-3-02(F) (4), requires that all approved inspections, fire, water, and sewer, where applicable, shall be filed with the Office of Provider Standards & Review prior to the issuance of a license. Failure to ensure that all required inspections are current will result in the term license being held until submission of a current inspection.

Directions for Fee Payment

Access DODD.Ohio.gov website
Click on the DODD Gateway Key
Click on Login
Key User ID and Password
Click on Providers
On drop down menu, click on Certification
Scroll down and click on " Certification Wizard "
On demographic screen scroll down to View Facilities; click
Check Pay Fees column beside appropriate facility
Scroll down and click on Pay Fees for Selected
Follow Prompts to Make Payment

Please contact the DODD Support Center at 1-800-617-6733 (Option 5) if you have any questions.

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c: County Board

Ann Weisent, Review Manager

Michael Hill, Administrative Professional