



# THE LEARNING CENTER HUB After-School Program



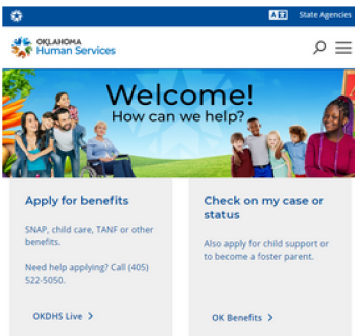
# DHS Subsidy STEPS TO APPLY

Questions? Email Ms. Becky for assistance:  
becky@cgtulsa.org



## 1 GO ONLINE TO OKLAHOMA.GOV/OKDHS

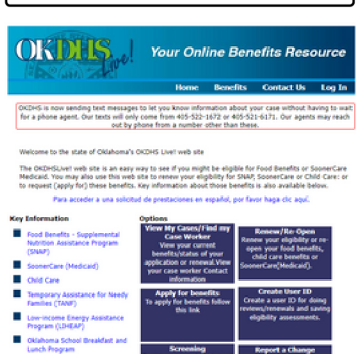
Go online to start the first step of the process. Your screen will look like the one below



Click on **'OKDHS Live'** in the lower left side of your screen

## 2 UNDER 'KEY INFORMATION' CLICK 'CHILD CARE'

On the left side of your screen, under **'Key Information'**, click on the link 'Child Care'



## 3 IF YOU DON'T HAVE A USER ID YOU'LL NEED TO CREATE ONE

Halfway down the page click on **'Create User ID'** and follow directions.

Note: You may need to upload documentation when creating a User ID

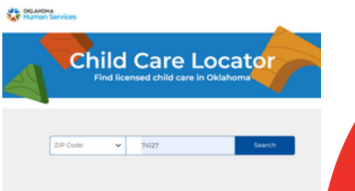
## OR IF YOU ALREADY HAVE A USER ID THROUGH SOONERCARE

Using your User ID through SoonerCare or other DHS log in, click on **'Apply for Benefits'**

## 4 UPLOAD REQUIRED DOCUMENTS & SELECT 'THE LEARNING CENTER'

Follow directions to upload any required documentation.

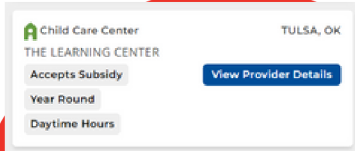
When asked to select the Child Care center, either search by zip code 74127 or by name **'The Learning Center'** and follow directions to apply



## 5 SUBMIT PAPERWORK TO THE HUB

Once you submit your subsidy application, email copies to The HUB, even if your request was denied.

We are here to help you through the application process! Don't hesitate to reach out for assistance!



Program Name: The Learning Center  
DHS Contract number: 29760  
K8 number: K830056205