How to Complete a Family Application

Hello parents! This instruction sheet explains the family application process through *hubbe*. The application is submitted to the agency where you wish to enroll your children. The agency's enrollment team likely shared the application portal link with you, or may be navigating the application process with you in person. When you click on that link, you'll be redirected to the beginning of the application process. The application portal can only be reached through the URL that has been shared with you. If you are having trouble accessing the application portal, contact the agency's enrollment team for assistance.

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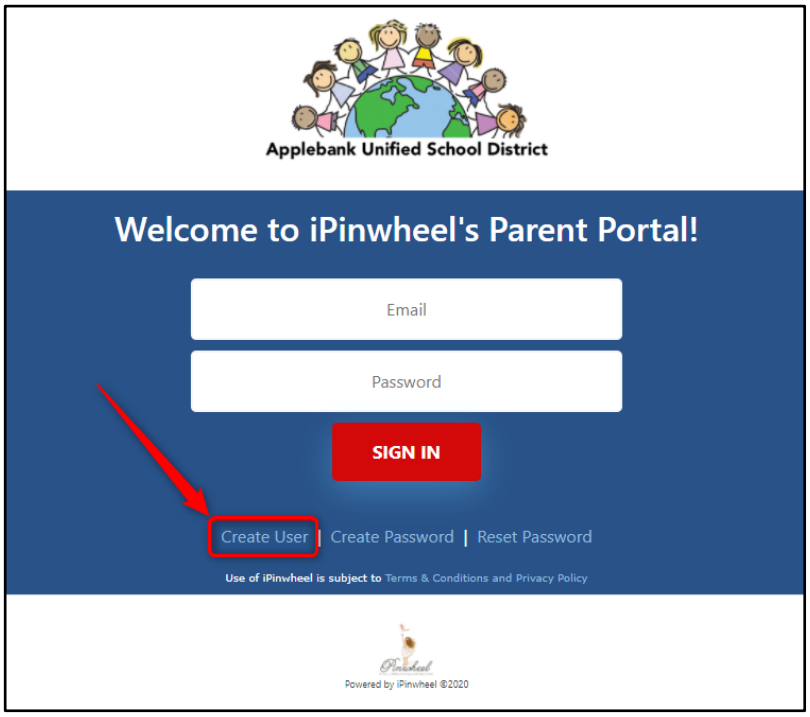
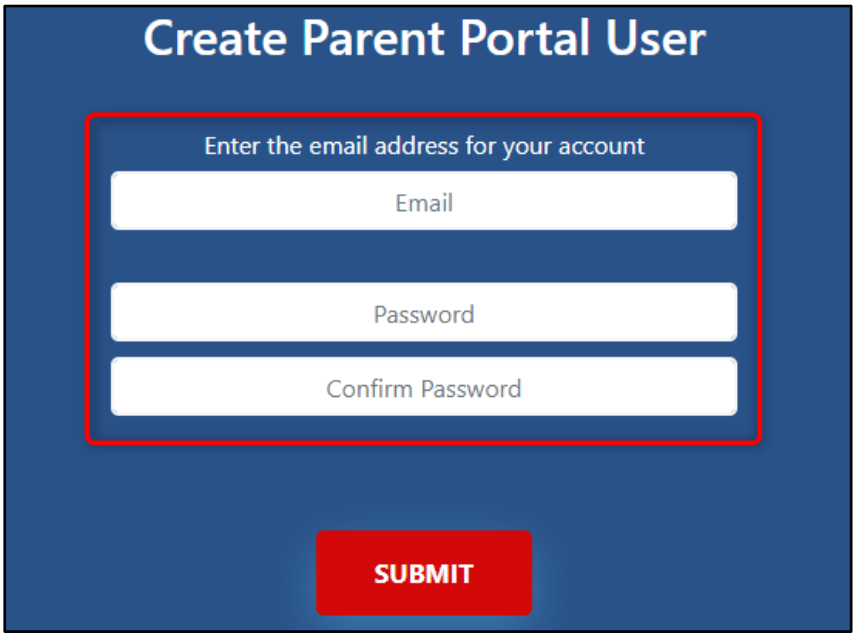
Creating a User

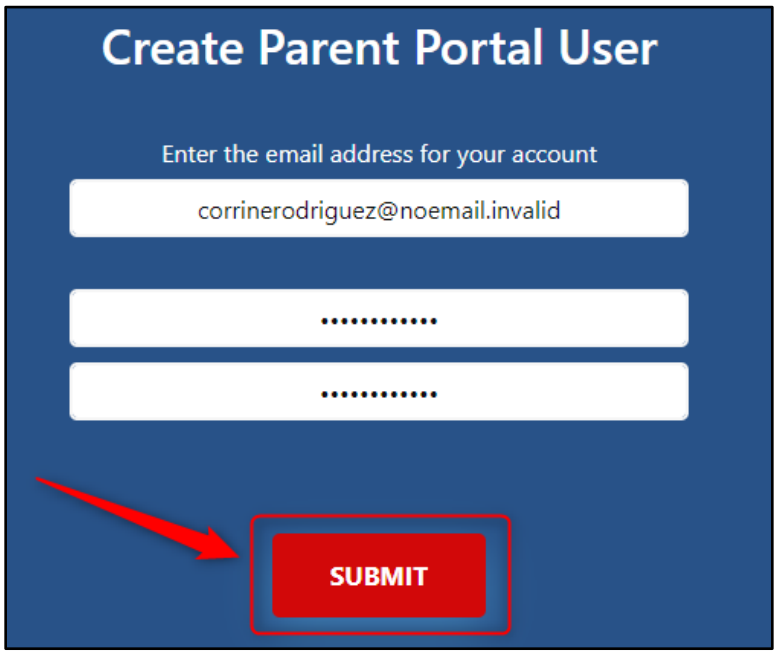
1 If this is your first time navigating the application process, click on the blue “Create User” button. If you’ve started an application, enter the login credentials you created at the beginning of the application to continue from where you left off.



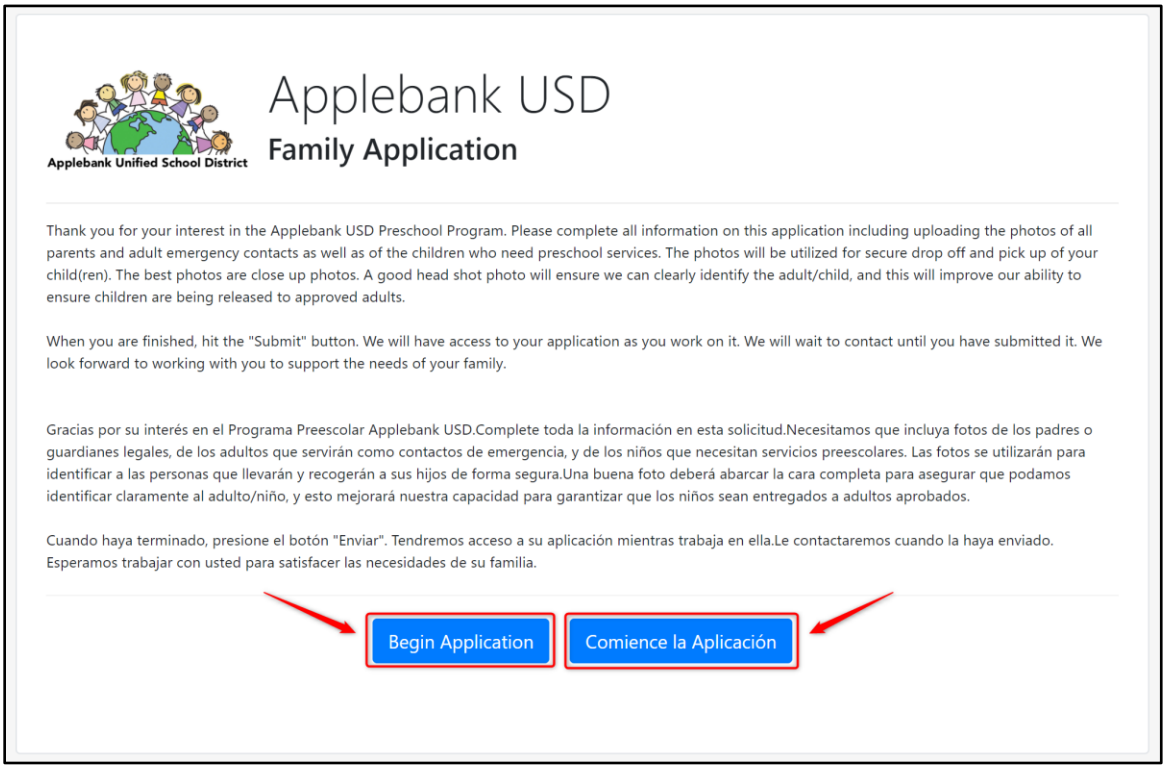
2 Once you click “Create User,” you’ll be redirected to a screen where you’ll enter your email and password for your new account. Enter the email and password of the parent signing up. This will be your login credential during the application process. Should you start an application, and have to leave and return for any reason, you can log back into the *hubbe* application portal with this information.



3 Click the red “Submit” button.



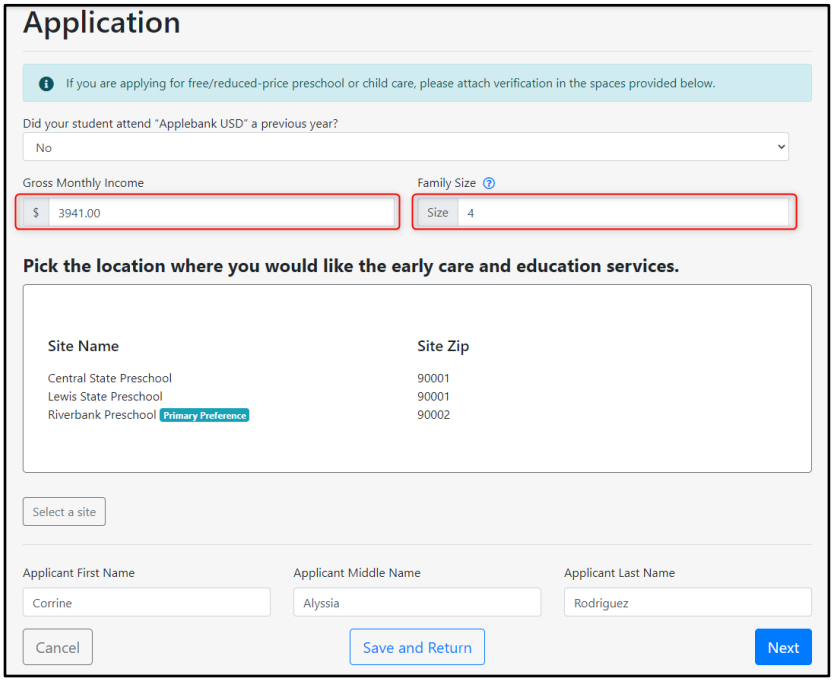
You’ll be directed to the homepage for your agency’s parent application. The homepage will feature the agency’s logo, a welcome message to you, and a button for you to begin your family application. Please read through the entirety of the agency’s welcome message. It will contain pertinent information for you to adequately complete the application. To begin the application in English, click the blue “Begin Application” button. To begin the application in Spanish, click the blue “Comience la Aplicación” button.



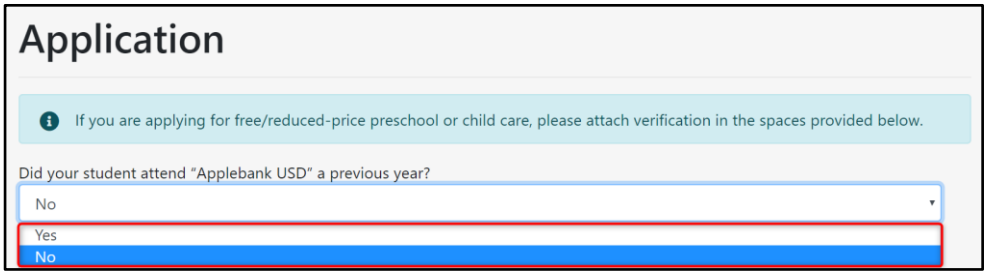
Family Application

Application Information

1 This is what a completed “Application” section will look like; however the only two fields that are required on this page are the “Monthly Income” and “Family Size” fields. We’ll explain each field, and how to enter the corresponding data in the coming instructions.



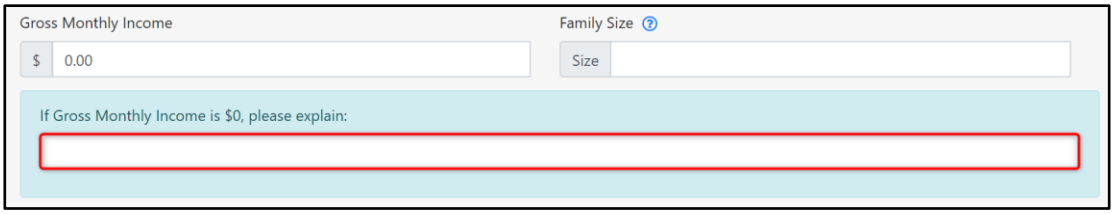
2 First select whether your child was served at the agency in a previous year.



3 Enter the “Monthly Income” and “Family Size” in the fields provided. This data is required to continue with the application process.

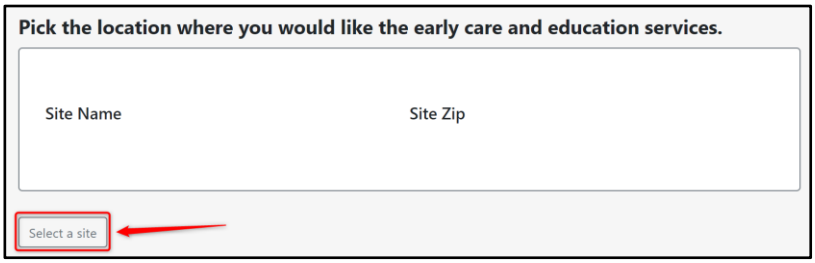
3|Back to top

If there is no monthly income, enter $0 in the “Gross Monthly Income” field. Then explain why the income is $0 in the text-box that displays.

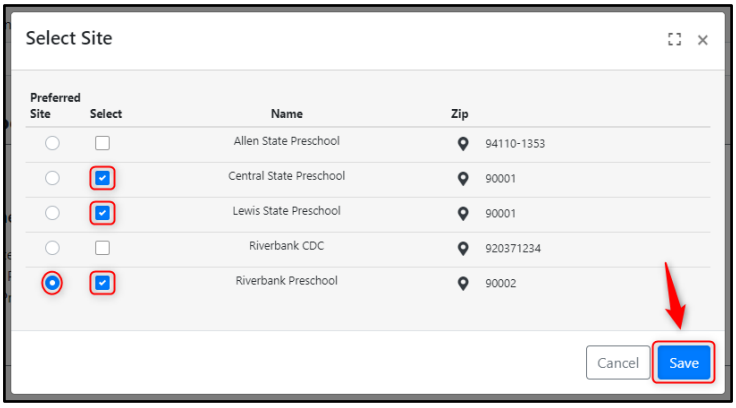


To see a definition of what “Family Size” means, click the question mark icon next to the field.

4 Select the site location(s) within your agency where you’d like to receive early care and education services for your child/children. To do so, click “Select a site.”

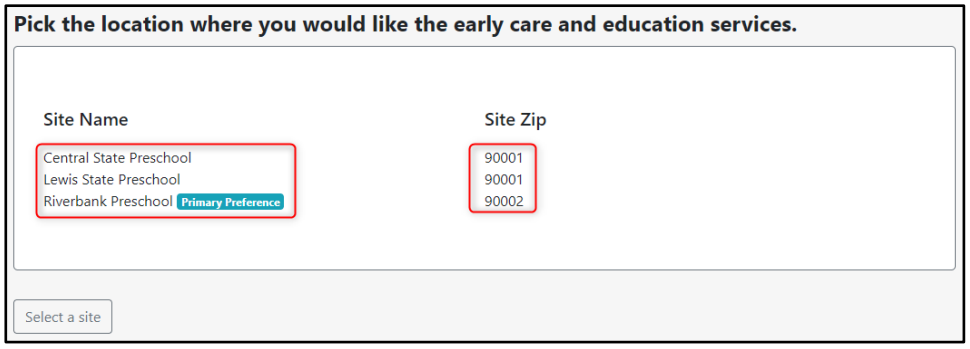


A modal will then open. Mark the checkbox next to all sites that you’d like to apply for your child/children to receive services from. You can select which of these sites is your top preferred site. Admins who review your application will then be able to see your top preference site. Click the blue “Save” button when finished.

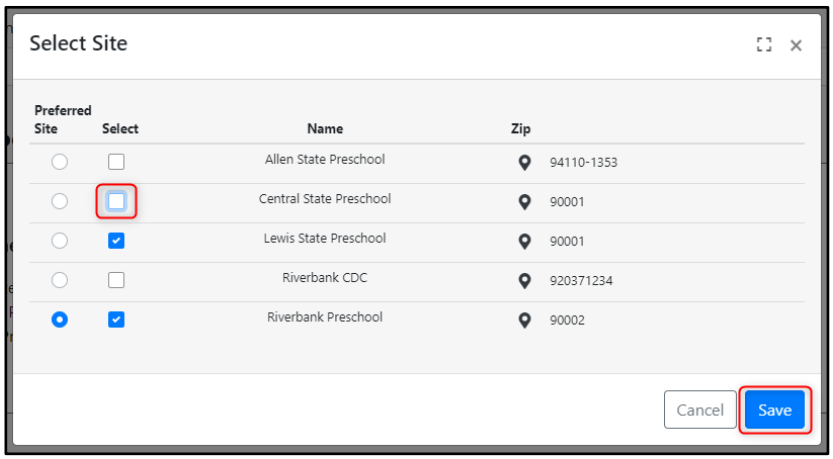


4|Back to top

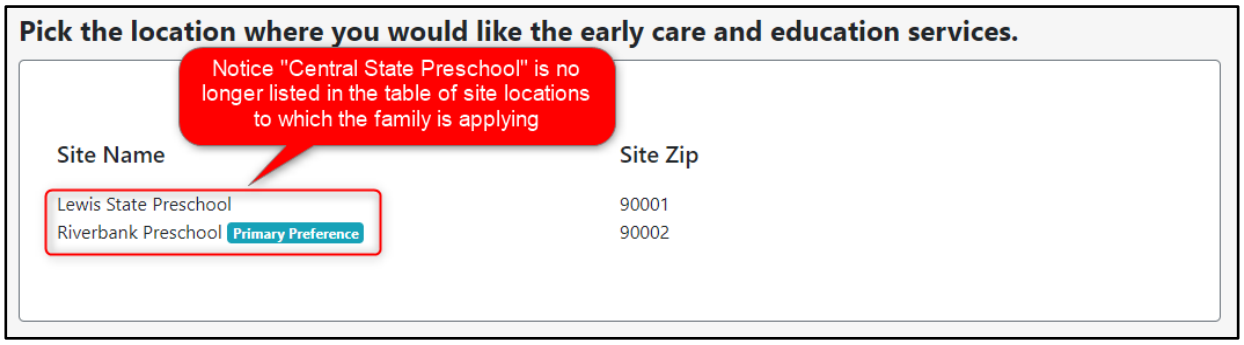
The names and ZIP codes of the sites you selected will populate in the “Site Name” and “Site Zip” columns of the table. Your primary preference site will also be tagged.



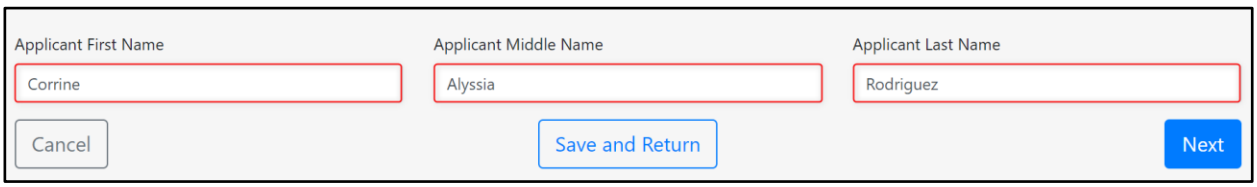
To remove a site that you may have accidentally chosen, or no longer want to apply to, click on “Select a site” again, click on the marked checkbox of the site you wish to remove, and click “Save.”



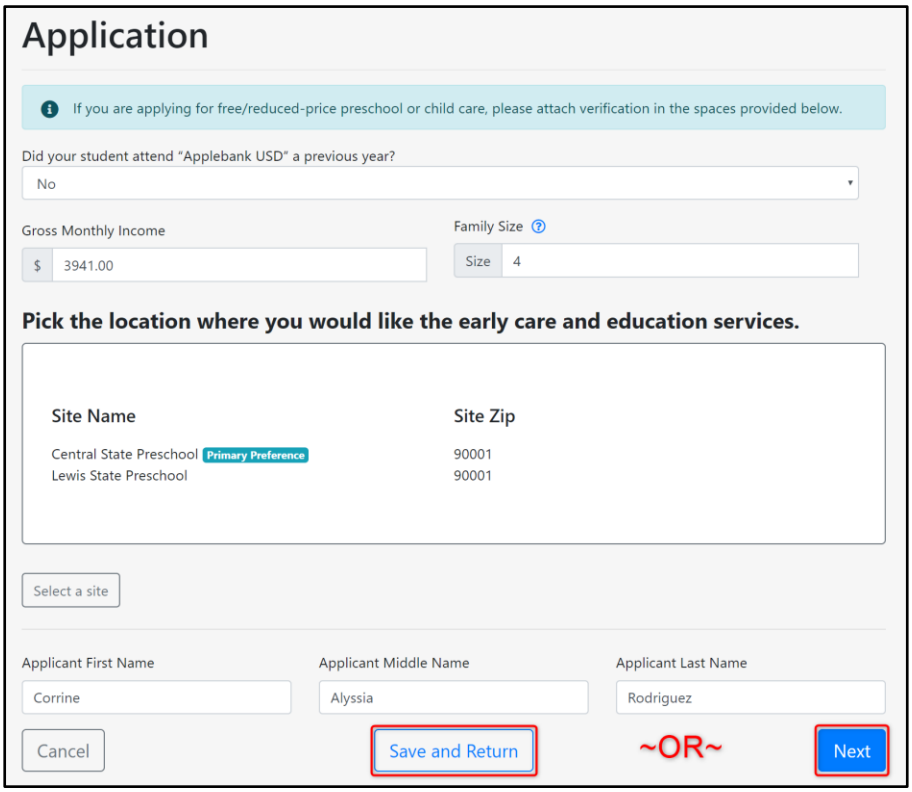
The change will be reflected in the table of site locations that you are applying to.



5 Enter the first, middle, and last name of the applicant that’s filling out all the information in the application.



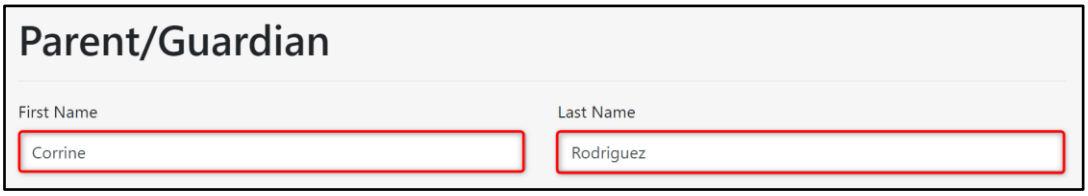
6 Click on the blue “Next” button to continue with the application. If you want to stop for now and continue the application later, click the “Save and Return” button.



Parents/Guardians

1 Click the blue “Add a Parent/Guardian” button to begin filling out parent/guardian information.

2 First enter the parent/guardian’s first and last name.



3 Next enter the parent/guardian's gender, relationship to the child, whether this parent/guardian is the Head of Household, and if they are authorized to pick up children from the school.

Gender	The Parent/Guardian is best described as (i.e. Mother)	Is this parent/guardian the Head of Household? (can only be yes for one parent/guardian)	Is the parent/guardian authorized to pick up children from the school?
Female	Mother	Yes	Yes

Note: Head of Household can only be marked as "Yes" for one parent/guardian in the application.

4 Enter the parent/guardian's address information.

Address (Line 1)	Address (Line 2)		
89854 Maple Tree Cir.			
City	**State**	**County**	**Zip Code**
Mapleton	CA	Maple	90001-4528

5 Enter the parent/guardian's ethnicity, race, highest education level, and language information.

Ethnicity	Race	Highest Education Level
Hispanic or Latino	Asian	Completed a Baccalaureate or Advanced Degree

Spoken Language

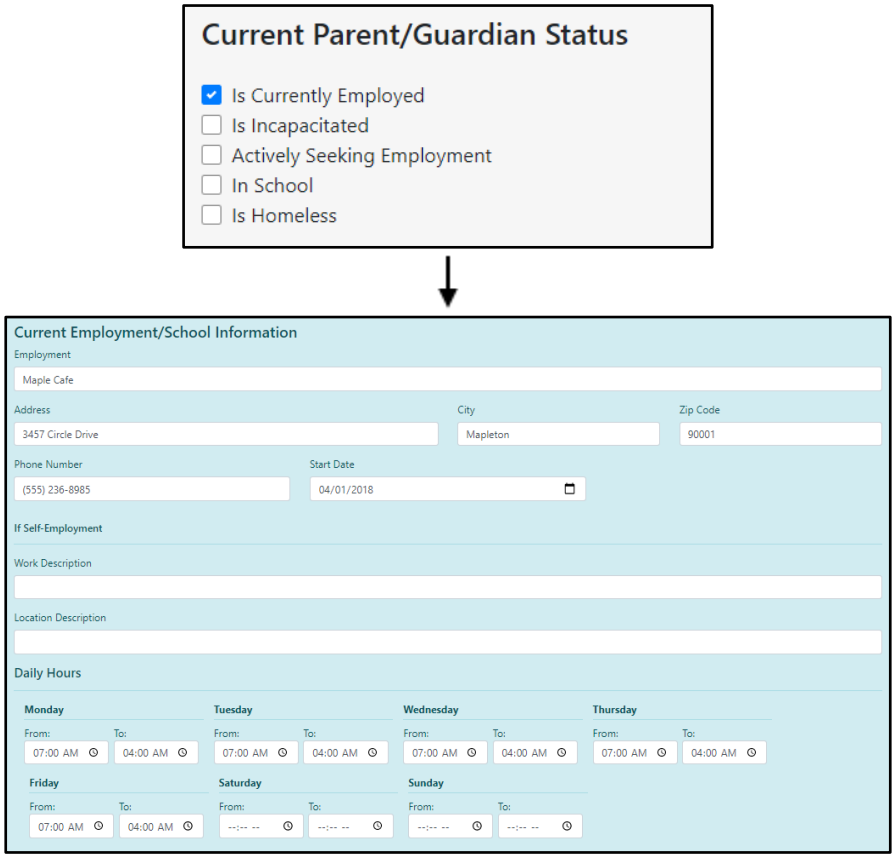
English

6 Enter the parent/guardian's contact information. Select which mode of communication the parent/guardian prefers, and if their mobile number allows texting.

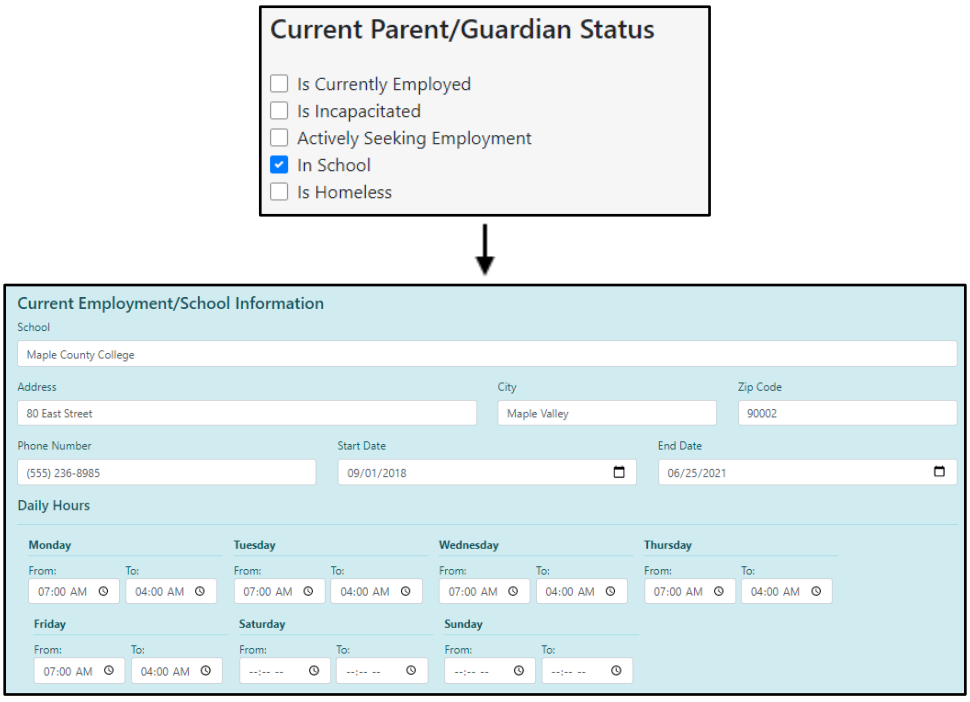
Email	Home Phone	Mobile Phone
corrinerodriquez@yahoo.com	(555) 359-6620	(555) 213-6263
☐ Preferred	☐ Prefe	☑ Preferred
		☑ Allow Texting

Only one can be selected as "Preferred"

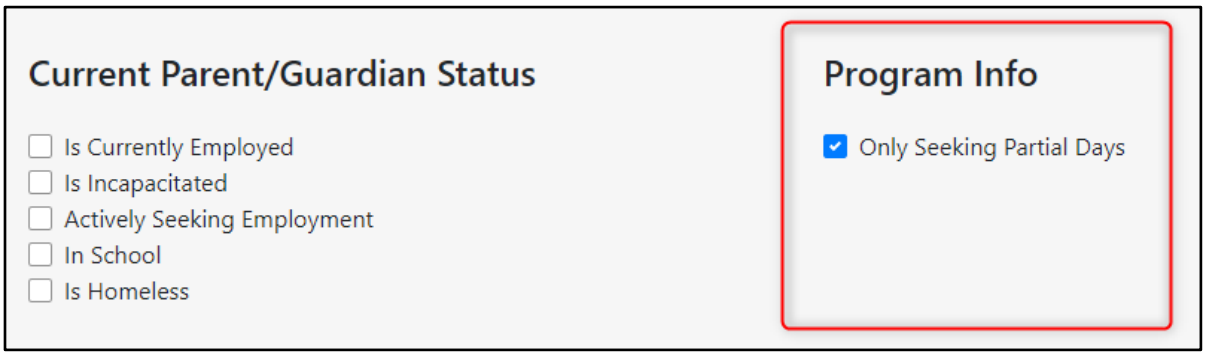
7 Enter the parent/guardian's current employment/school information, if applicable. If "Is Currently Employed" is selected, a form will appear below. This includes the employment name and address, as well as the hours each day the parent/guardian is occupied at work.



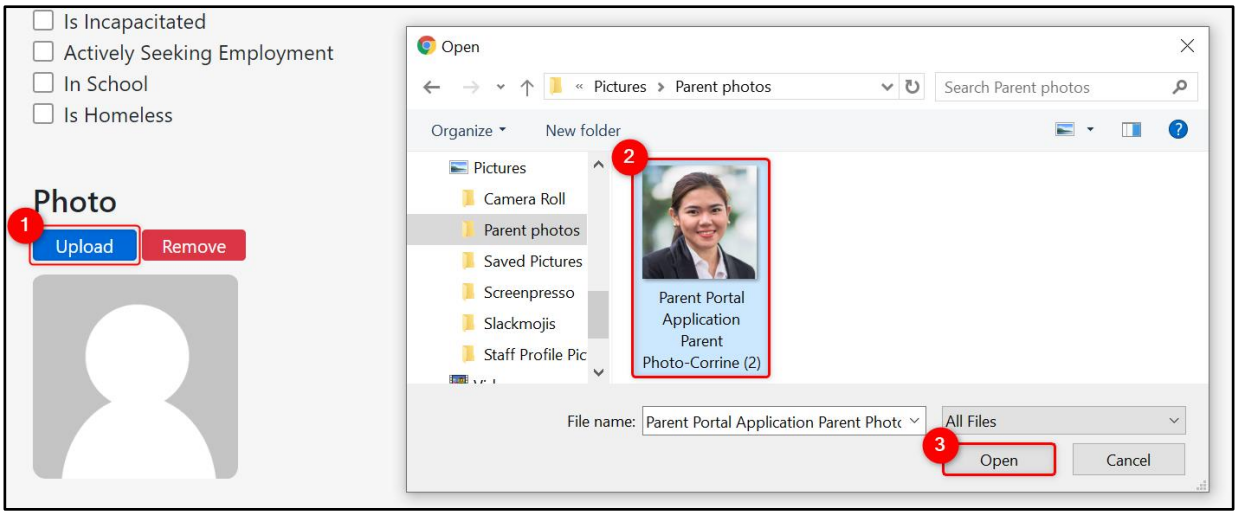
If "In School" is selected, a different form will appear below. This includes the school name and address, as well as the hours each day the parent/guardian is occupied at school.



8 Select whether the parent/guardian is “Only Seeking Partial Days” for their child.

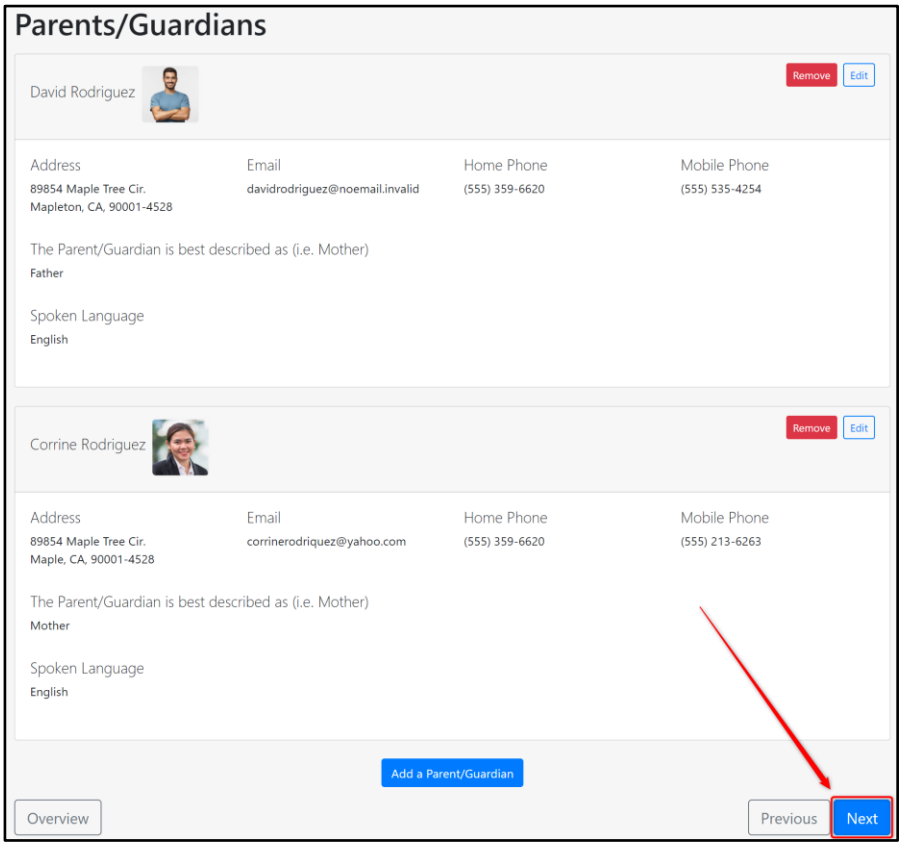


9 We’ve also included the option to upload a photo for the parent/guardian record. To upload a photo, click the blue “Upload” button, choose the image that you wish to upload, and click “Open.”



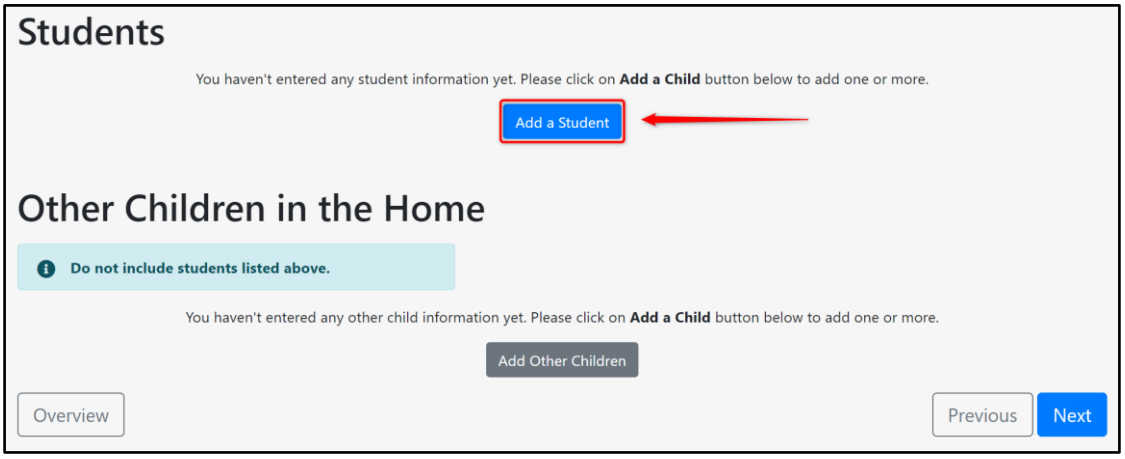
The photo will appear where the default profile photo was. Once the parent/guardian information is correct and completely filled out, click the blue “Save” button at the bottom right corner of the screen.

10 You'll be directed to a record of all parents/guardians added to the family application. From here, you can add, edit, or remove as many parents/guardians as needed. Once you've added all the necessary parent/guardian profiles to the family application, click "Next" to move onto the next section of the application.



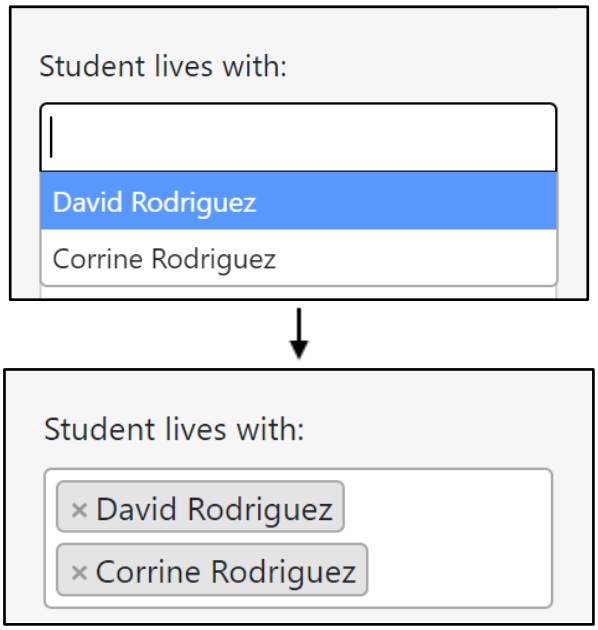
Students and Other Children in the Home

1 Click the blue "Add a Student" button.

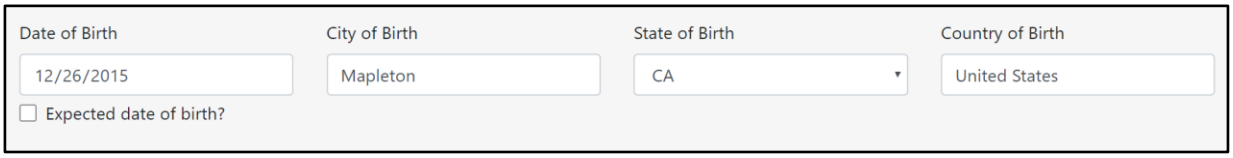


2 Enter the child's first, middle, and last name.

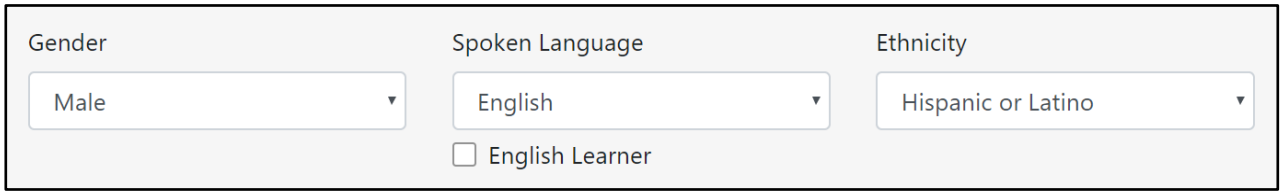
3 Next select which parent/guardian the child lives with. If the child lives with both parents, select both parents from the drop-down menu.



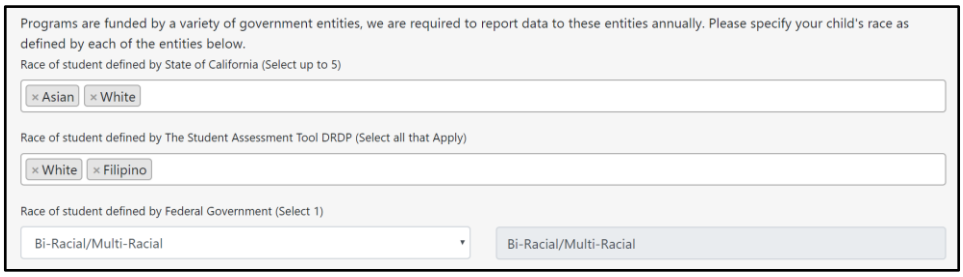
4 Enter the child's date of birth and city, state, and country of birth. If the date of birth is the child's expected date of birth, check the box below the "Date of Birth" field to indicate this.



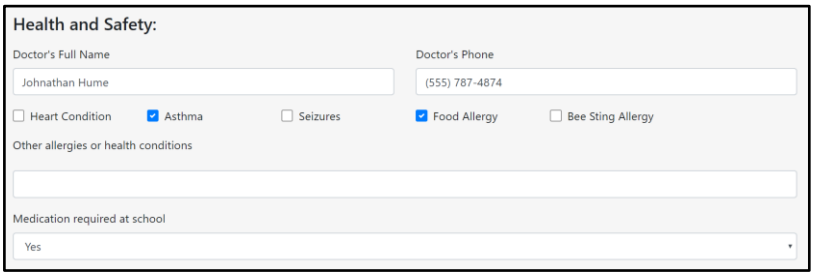
5 Enter the child's gender, spoken language, and ethnicity. If the student is an English Learner, check the box below the "Spoken Language" field to indicate this.



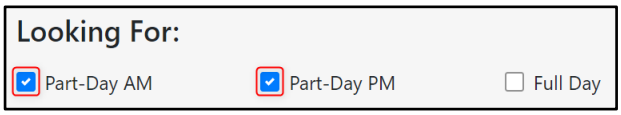
6 Enter the child's race information. There are three different fields provided in this section of the application: State, DRDP, and Federal race categories. These fields are separate because each entity has a distinct set of reports that use different definitions of race.



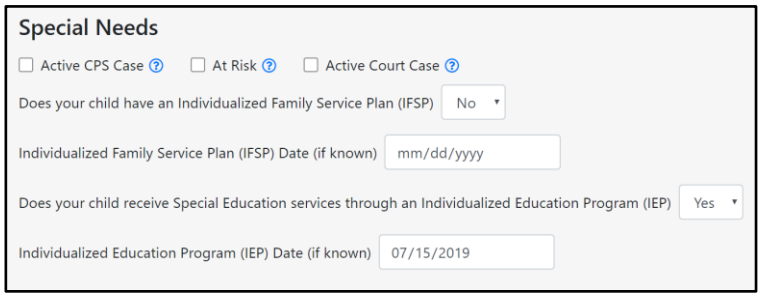
7 Enter the child's health and safety information. This includes the child's doctor, doctor's contact info, health conditions, allergies, and medications needed. This information is extremely important, as it will appear on the child's record, allowing teachers to see the attention and resources that caring for your child will require.

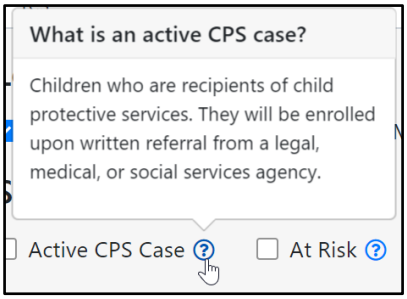


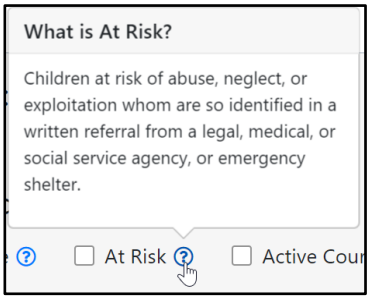
8 Select the length of day that you're looking for. Mark all that apply. Your application may differ in length of day options, depending on which agency you are applying to. For instance, After School Care may be an option that is not seen in the image below.

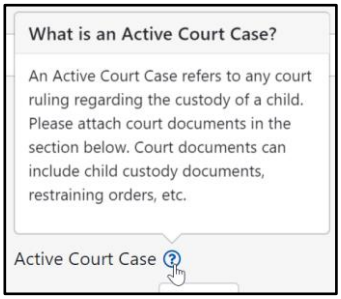


9 Select any special needs the child has. To see definitions of what the state defines to be an Active CPS Case, At Risk, and Active Court Case, click the blue question mark icon next to each respective field. If the child has an IFSP or IEP, enter the date that the child began either one. Mark all that apply.

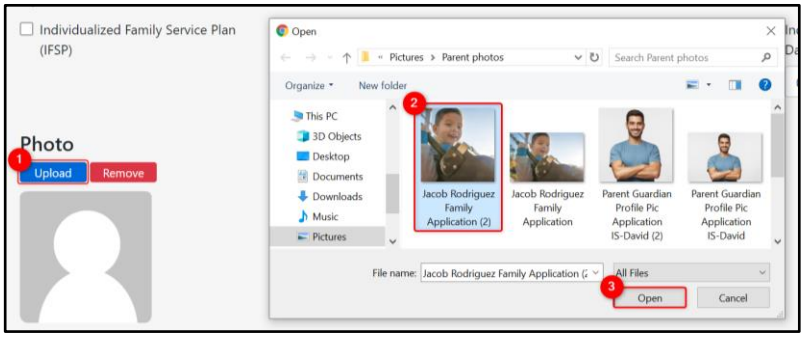








10 We've also included the option to upload a photo for the child record. To upload a photo, click the blue "Upload" button, choose the image that you wish to upload, and click "Open."

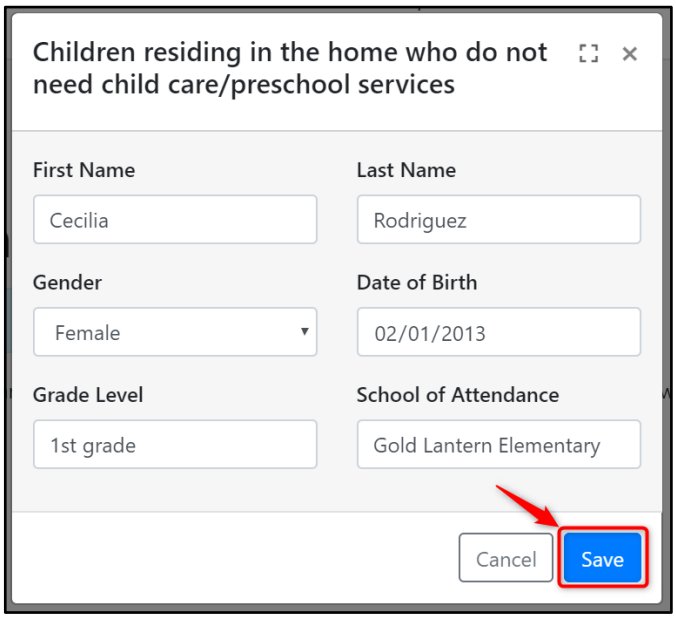


The photo will appear where the default profile photo was. Once the child information is correct and completely filled out, click the blue "Save" button at the bottom right corner of the screen.

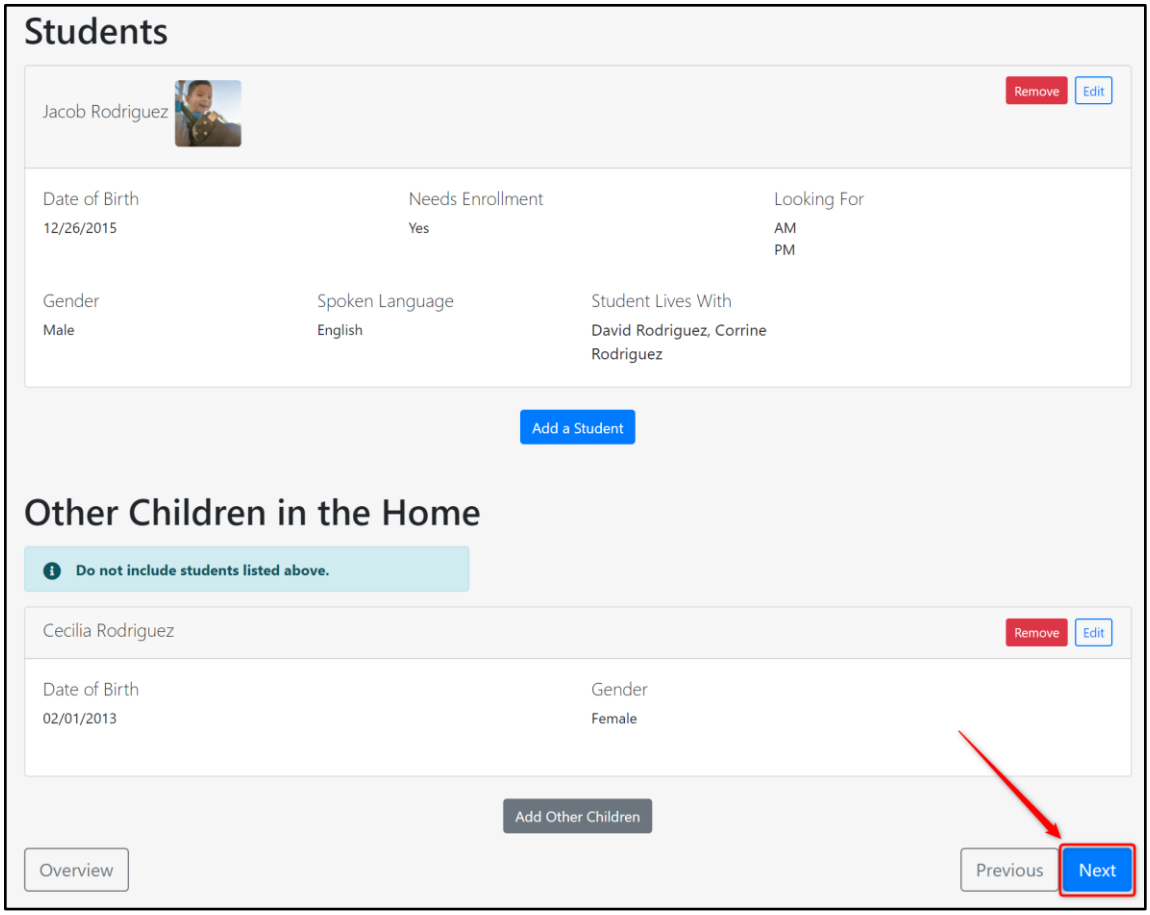
Note: To add another student to the family application, repeat the same steps that we just covered in this "Students" section.

11 If there are children residing in the home that aren't going to be receiving services, they still need to be added to the family application. It's important to know each member of the family to cross-reference with the family size entered in the first section of the family application. To add a child in the home that won't be receiving services, click on the gray "Add Other Children" button.

12 A modal will appear. Using the fields provided, enter the child's first and last name, gender, date of birth, and grade level/school of attendance if applicable. Then, click "Save."

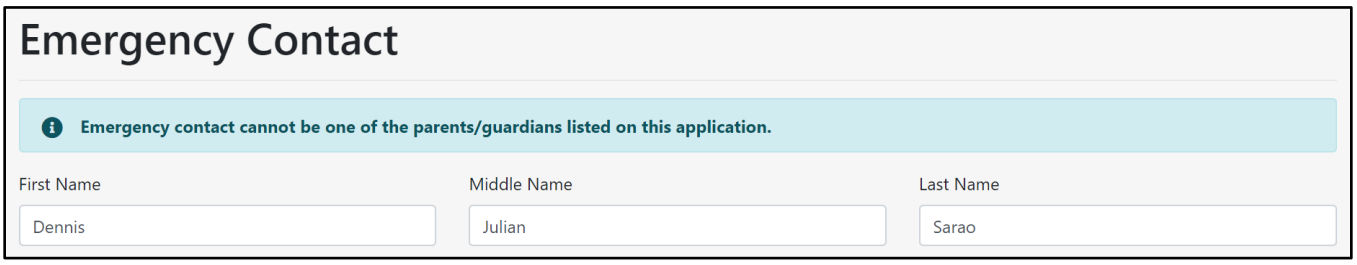


The other child's record will appear in this section of the application. You can add, remove, and edit as many child records as needed. Once you are finished adding all the necessary children to the family application, click the blue "Next" button in the bottom right corner of your screen.



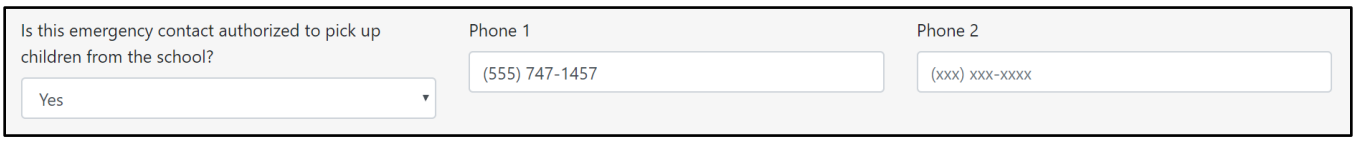
1 Click on the blue “Add an Emergency Contact” button to add emergency contacts information. Remember that emergency contacts are not parents/guardians - these cannot be one of the parent/guardian records you have already entered.

2 Enter the first, middle, and last name of the emergency contact.

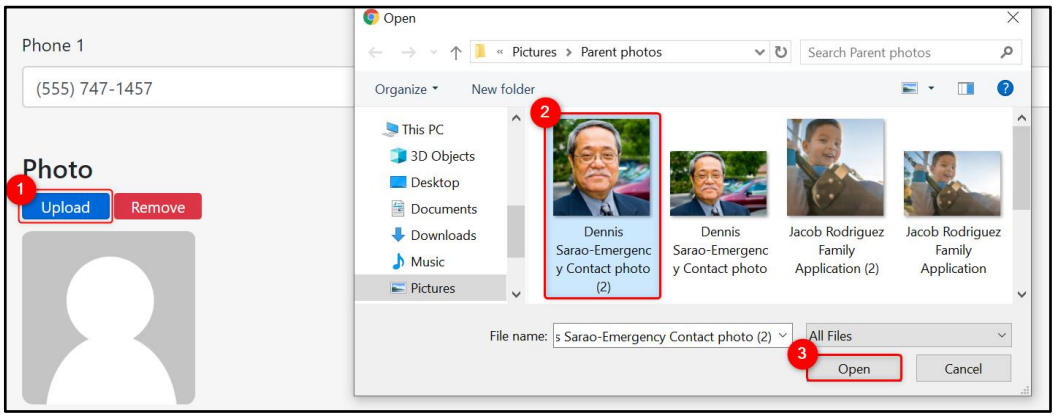


3 Enter their gender and the emergency contact’s relationship to the child. If the relationship type isn’t one of the options in the drop-down menu, you can select the “Other” option and use the text-box to write in the exact relationship.

4 Enter if the emergency contact is authorized to pick up children from the school as well as their phone number(s).

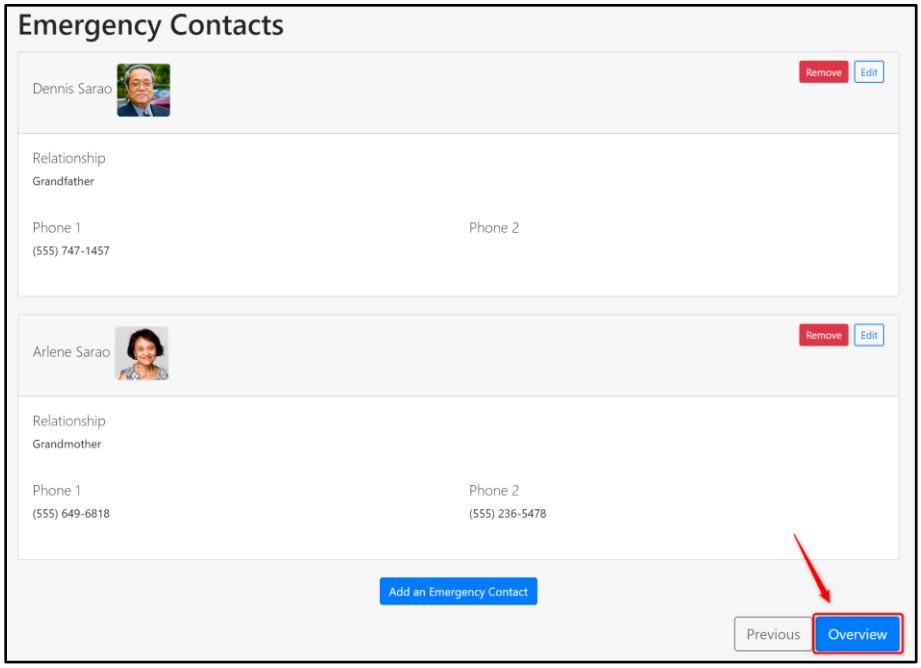


5 We've also included the option to upload a photo for the emergency contact record. To upload a photo, click the blue "Upload" button, choose the image that you wish to upload, and click "Open."



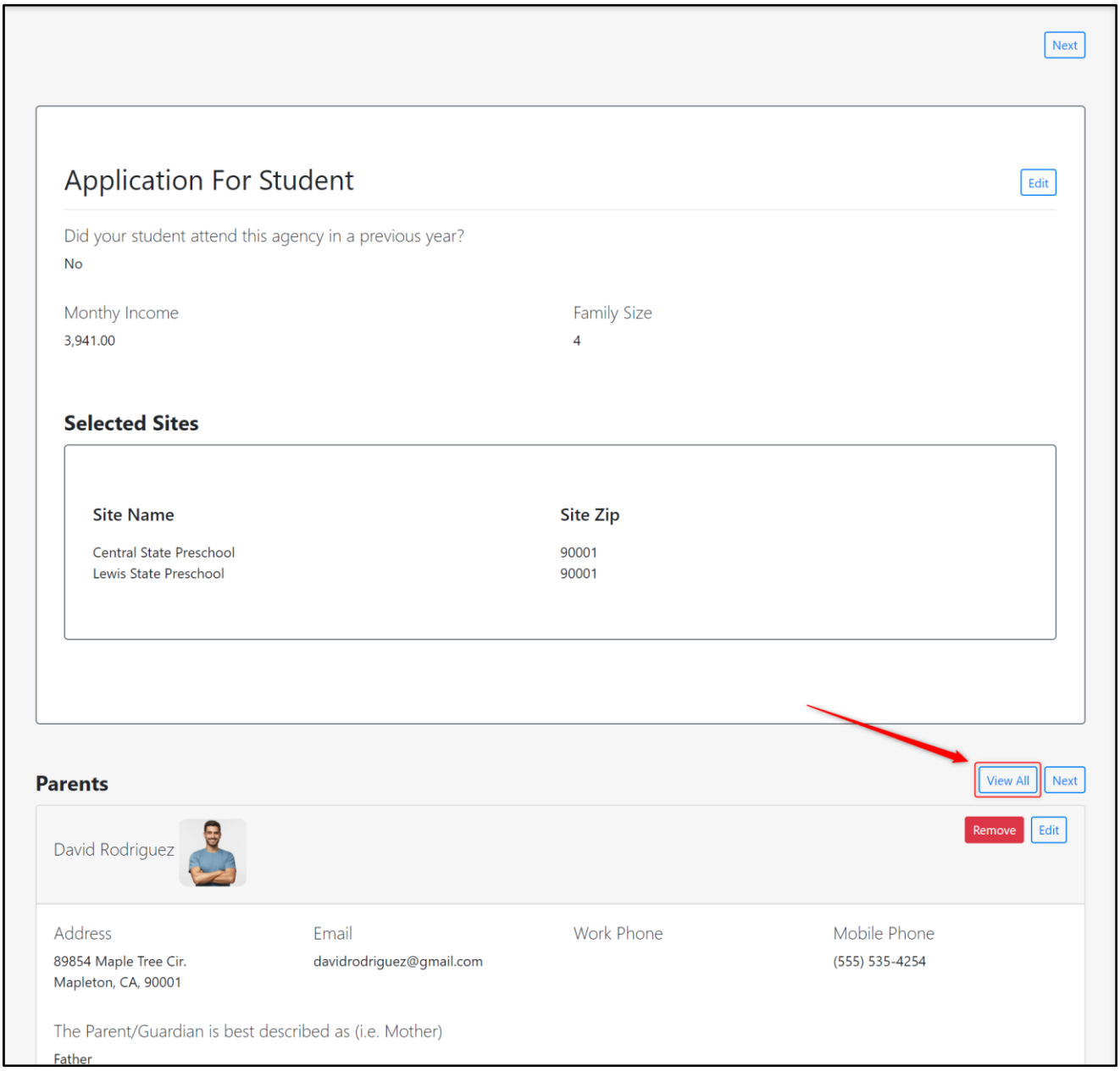
The photo will appear where the default profile photo was. Once the emergency contact information is correct and completely filled out, click the blue "Save" button at the bottom right corner of the screen.

6 You'll be directed to a record of all emergency contacts added to the family application. From here, you can add, edit, or remove as many emergency contacts as needed. You must enter at least two emergency contacts to be able to submit your application. Once you've added all the necessary emergency contact profiles to the family application, click "Overview" to move on to the final steps of the application.

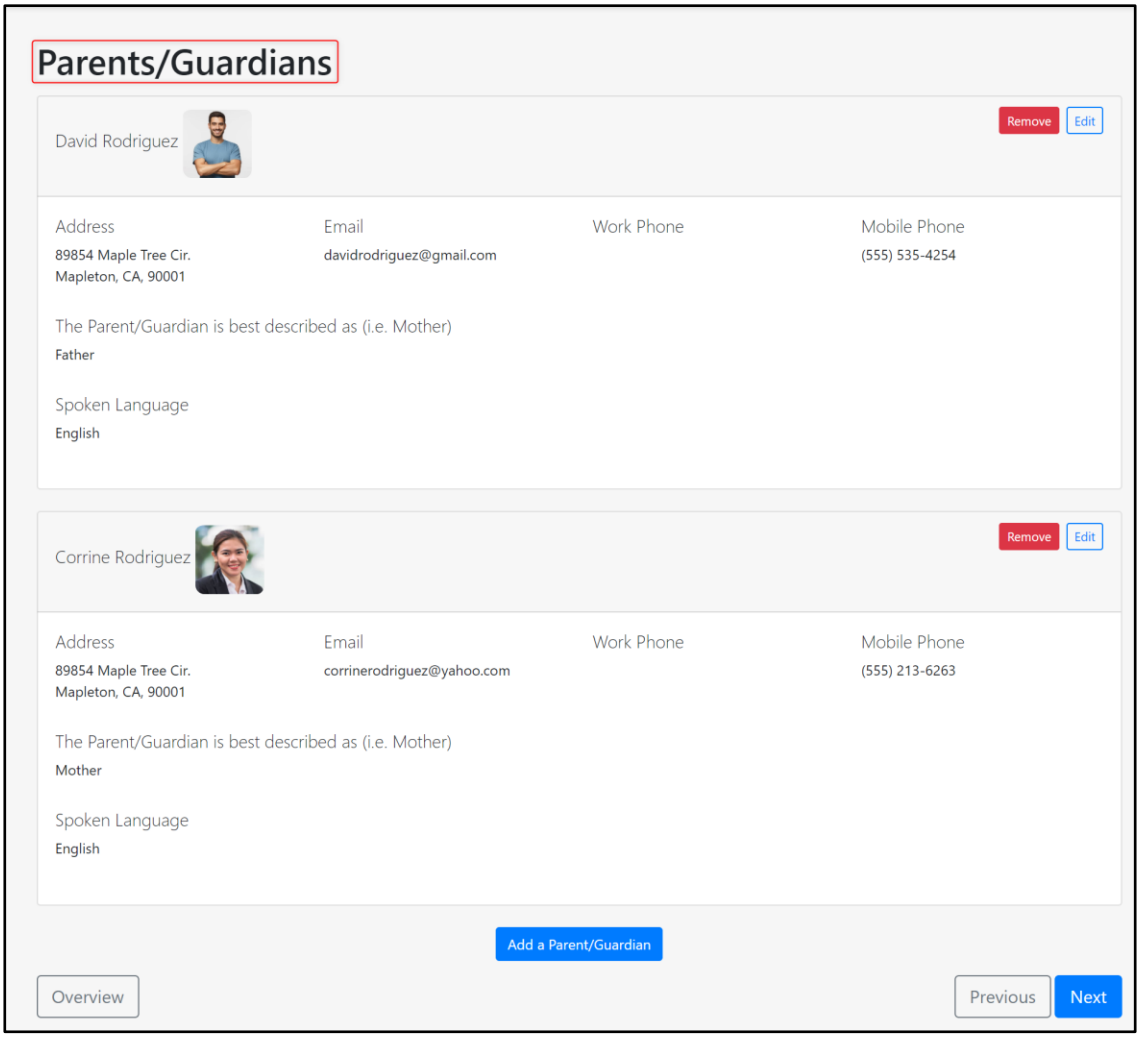


Overview

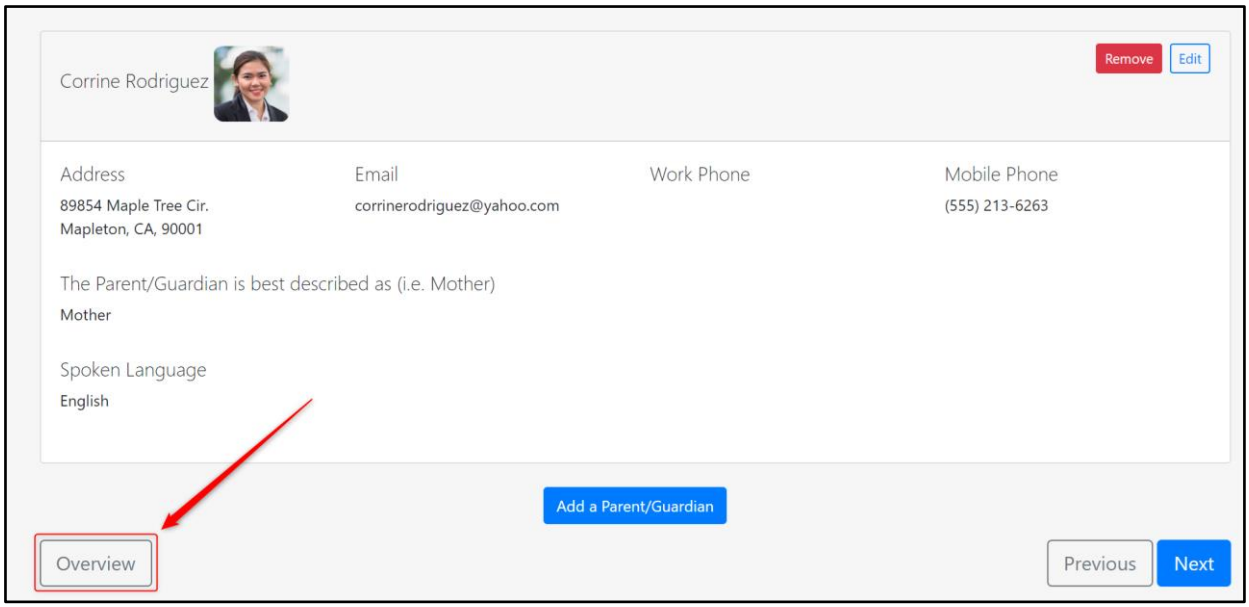
Once you click “Overview” after adding the necessary emergency contacts, you’ll be directed to the application overview. The overview shows all general info, parents/guardians, students and other children, and emergency contacts that you’ve added to the application. During any step of the application process, you may navigate back to the overview, to view how much of the application has been completed. You may also navigate back to a specific step of the application from the overview. For this example, we’ll navigate back to the process of creating parents. Click the “View All” button above the section that you wish to navigate back to.



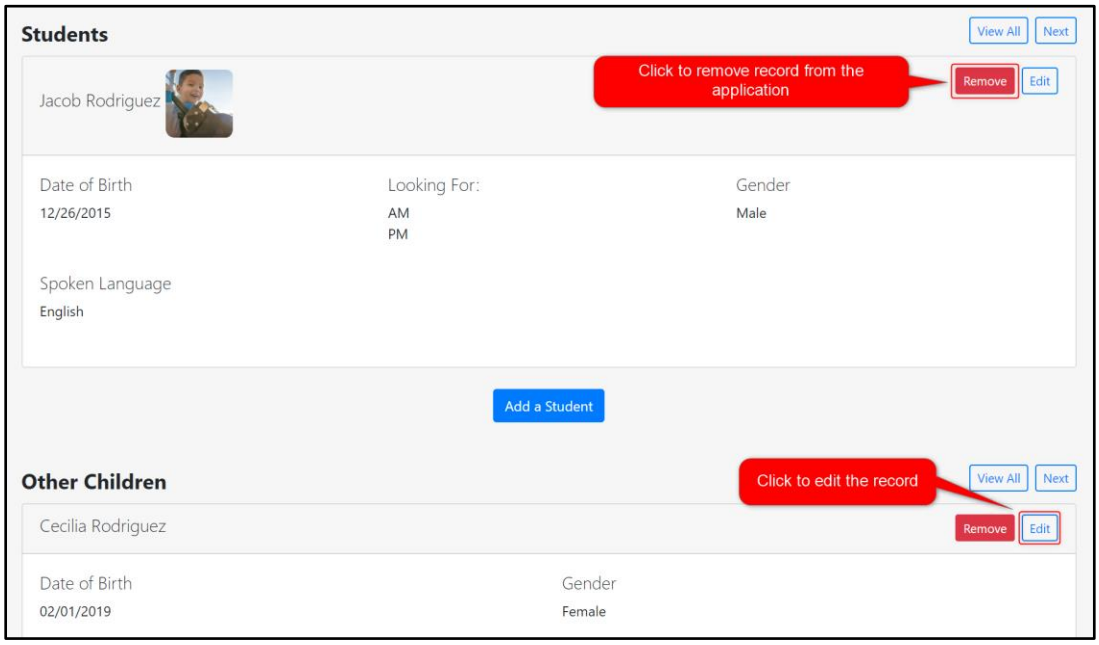
You'll be redirected to just the section for the creation of "Parents/Guardians."



To navigate back to the application overview, click on the "Overview" button in the bottom left-hand corner of your screen. You may perform this action from any point in the application (other than the first step of creating the application).



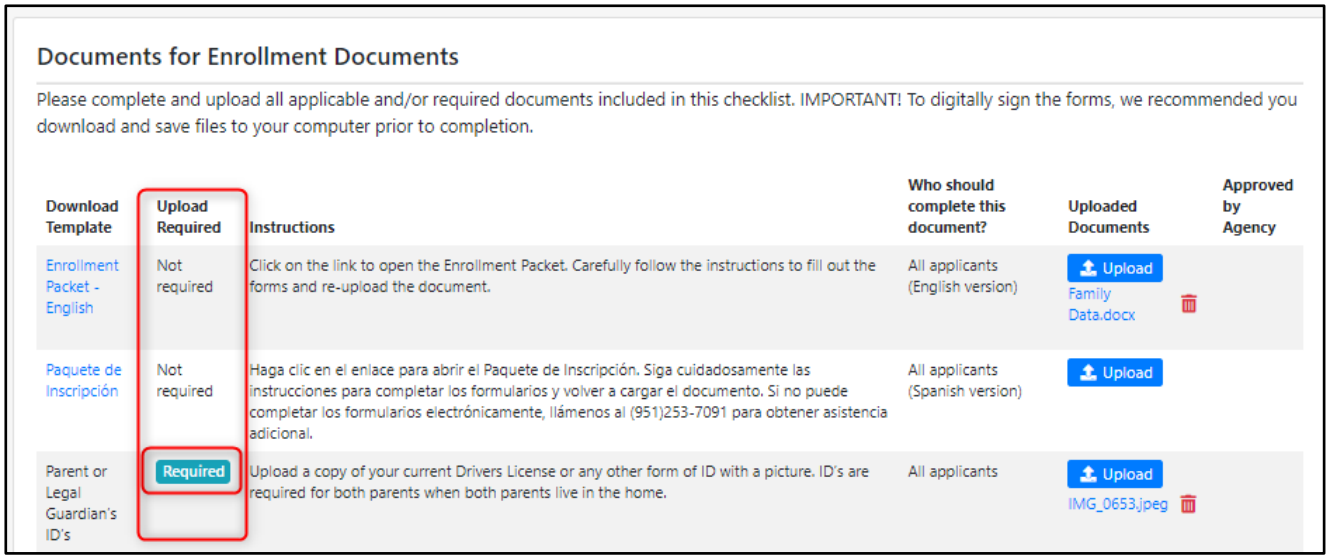
You can also edit, and/or remove any individual card from the application overview. To do so, just click on either the “Edit” or “Remove” button located within the individual card of the individual you wish to edit, or remove from the application.



At the bottom of the “Overview” page, you will find the Documents section. Here you have the option to upload attachments that serve as documentation/verification for different fields. The title of your documents section may vary depending on your agency, but will start with “Documents for.”

Note: If you do not see a document section at the bottom of the “Overview” page, then your agency has not created a document checklist and you can move on to submitting your application.

1 This is what a “Documents” section will look like; the documents that have a “Required” tag are the only required documents, but we encourage parents to upload all the documents that they have into the application.

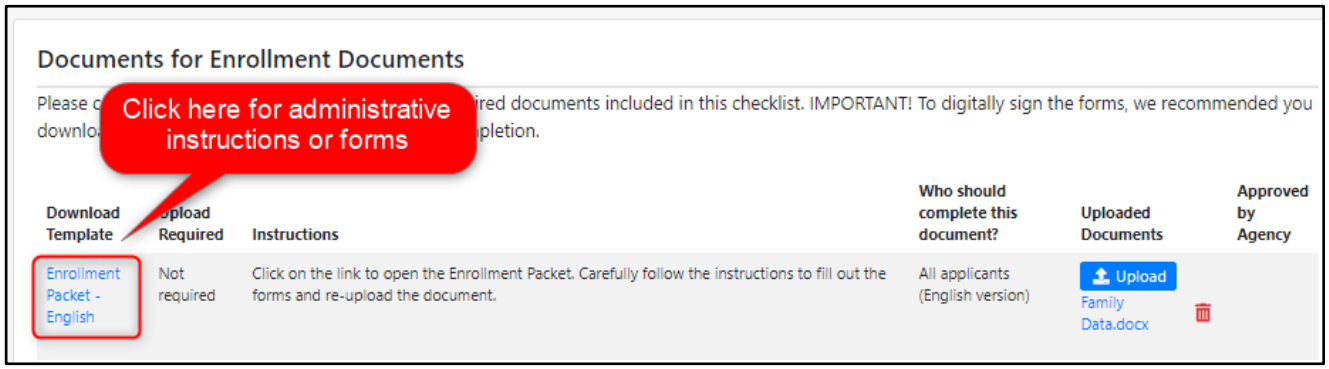


Documents for Enrollment Documents

Please complete and upload all applicable and/or required documents included in this checklist. IMPORTANT! To digitally sign the forms, we recommended you download and save files to your computer prior to completion.

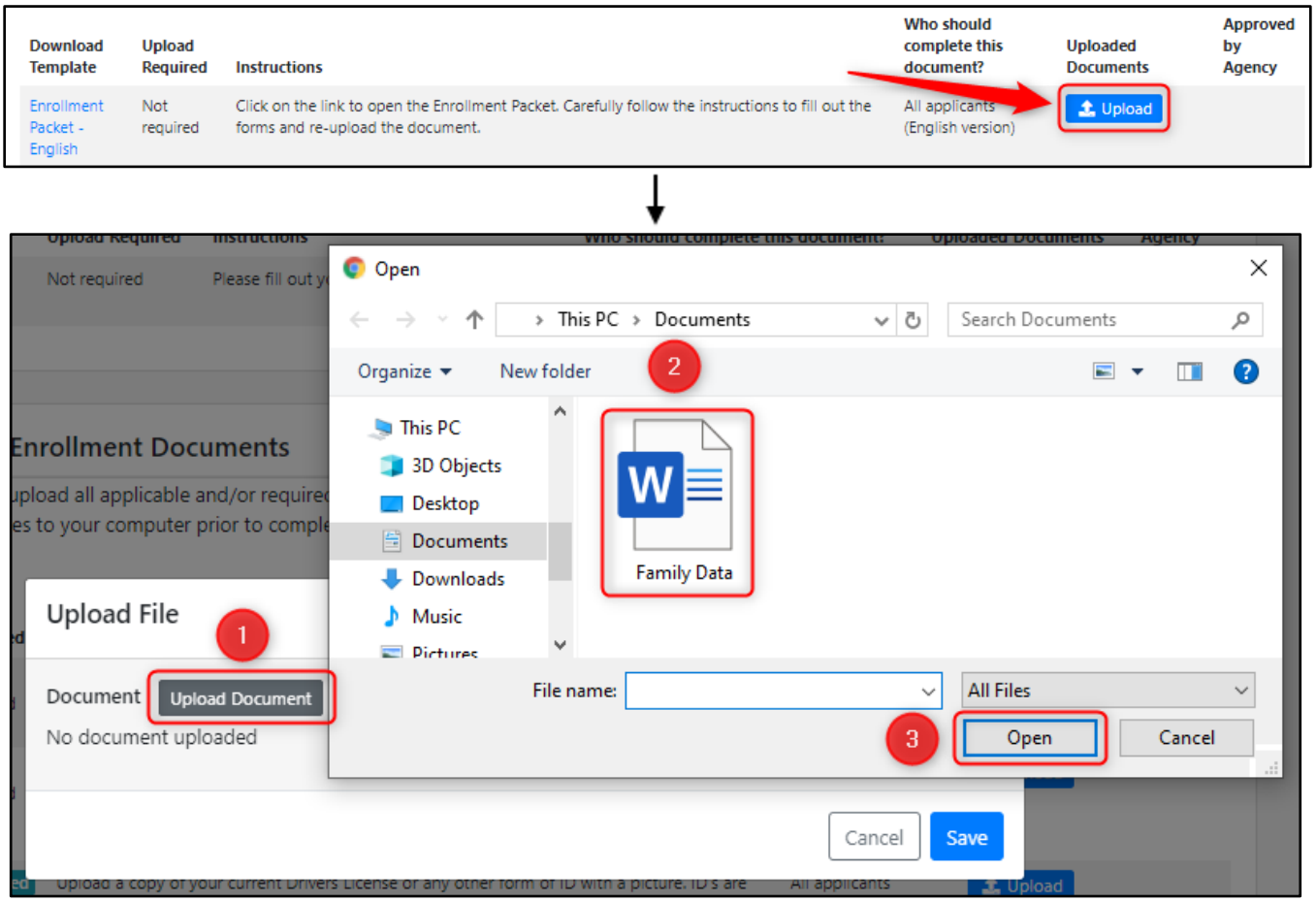
Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	Upload Family Data.docx	
Paquete de Inscripción	Not required	Haga clic en el enlace para abrir el Paquete de Inscripción. Siga cuidadosamente las instrucciones para completar los formularios y volver a cargar el documento. Si no puede completar los formularios electrónicamente, llámenos al (951)253-7091 para obtener asistencia adicional.	All applicants (Spanish version)	Upload	
Parent or Legal Guardian's ID's	Required	Upload a copy of your current Drivers License or any other form of ID with a picture. ID's are required for both parents when both parents live in the home.	All applicants	Upload IMG_0653.jpeg	

2 If there is a blue link under “Download Template,” you can click that link and be led to instructions or a form that will help you complete that document upload.



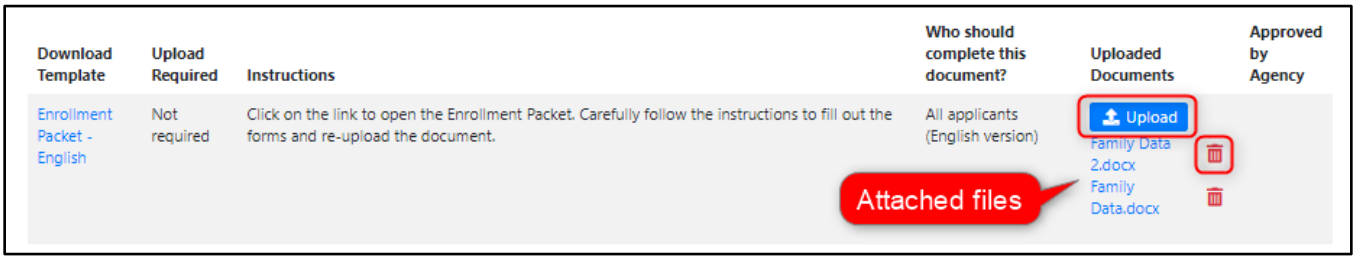
3 To upload an attachment, click on the blue “Upload” button on the right side of your screen. A modal will appear. Click on the gray “Upload Document” button, then select the file(s) from your device and click “Open.”

Note: Files can be uploaded in any form (i.e., pdf, word, jpeg, a form).



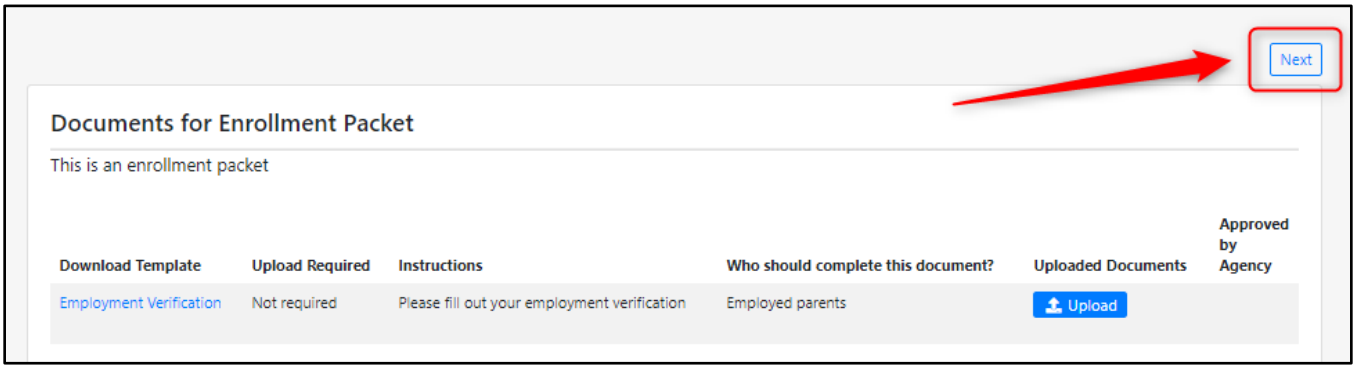
Click the blue “Save” button on the bottom right of the modal.

4 You will then be able to see the attached file under the “Uploaded Documents” column. You can click the trash can icon to delete the attachment. If you would like to add more documentation, click the blue “Upload” button again and repeat the previous step. Otherwise, you can move on to the next download field if there are anymore listed.

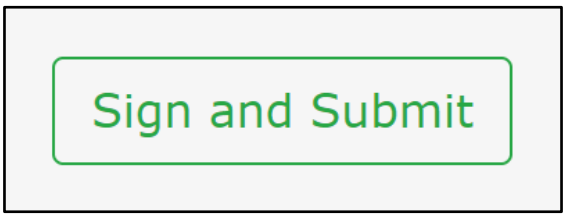


Note: Examples of documentation for income could be payroll check stubs, a letter from your employer, recent records of wages, etc. Examples of documentation for family size could be birth certificates, court orders regarding child custody, adoption documents, records of foster care placements, school or medical records, county welfare department records, etc.

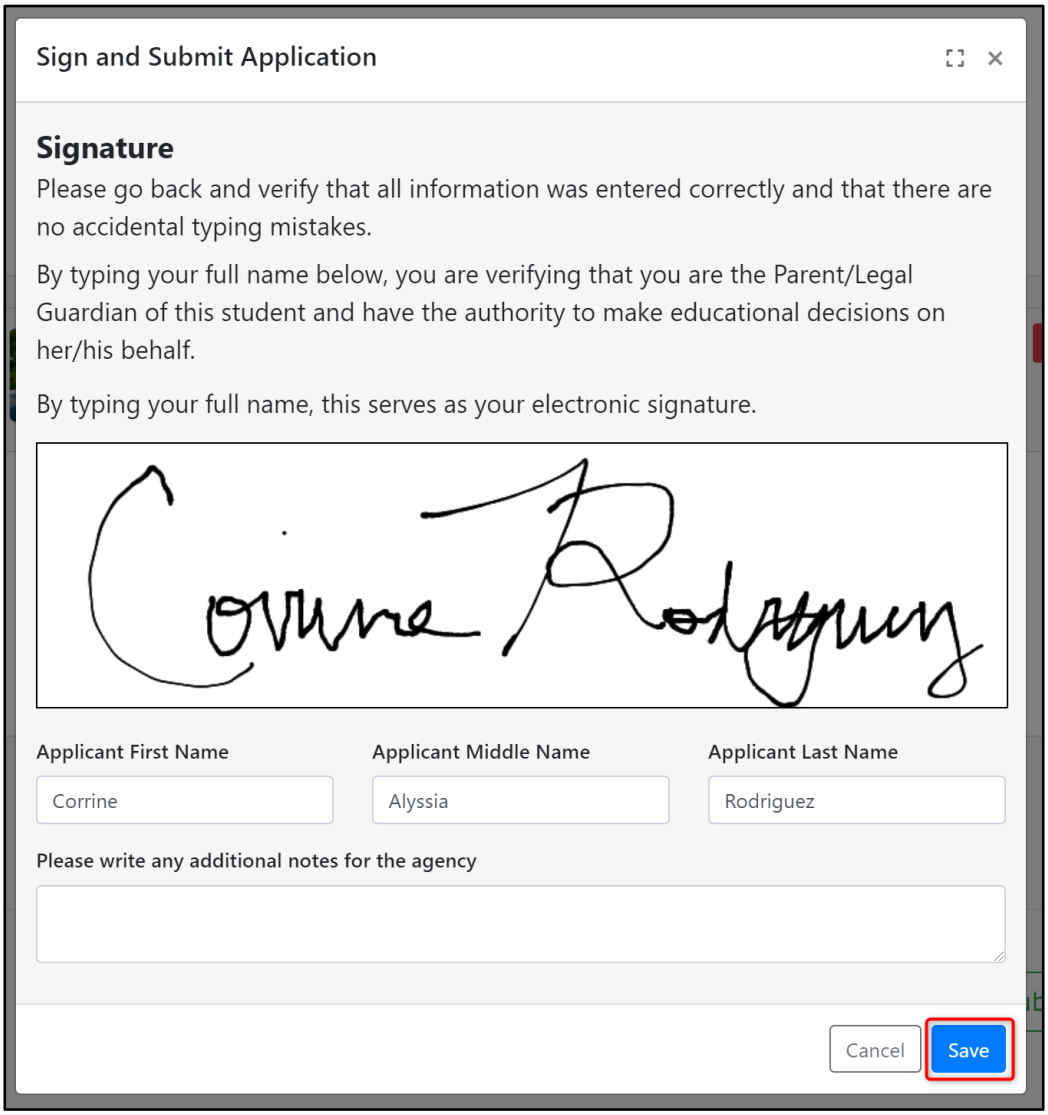
5 After adding all of the necessary documentation, you can click the “Next” button at the top right of the document section, or scroll to the bottom of the “Overview” page.



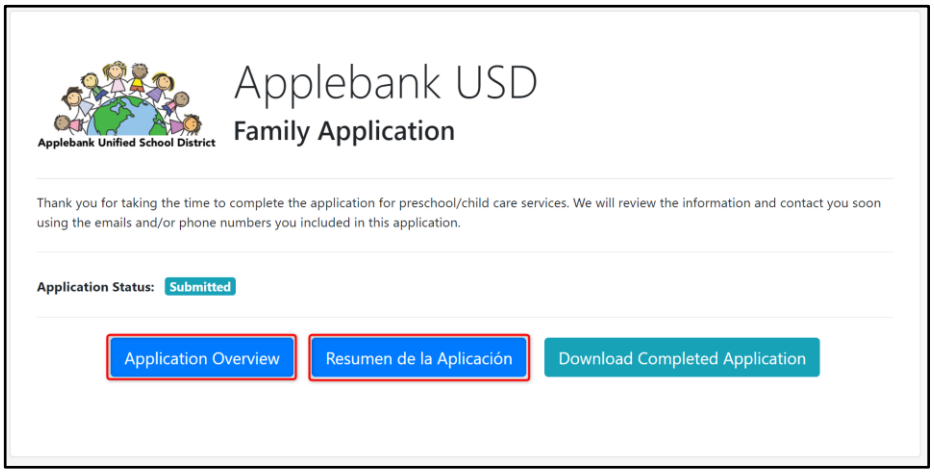
Once you've confirmed that all information in the family application is completed and accurate, and all necessary documentation has been added, scroll to the bottom of the application. Click the "Sign and Submit" button.



A new modal will then open. Sign the signature pad as verification that you are indeed the parent/legal guardian of the student and authorized to make educational decisions on their behalf. The name of the applicant will populate with the name entered when creating the application. You also have the opportunity to add any additional notes for the agency to see when they review your application. Once signed, your application for services will be complete. To submit your application to the agency, click "Save."

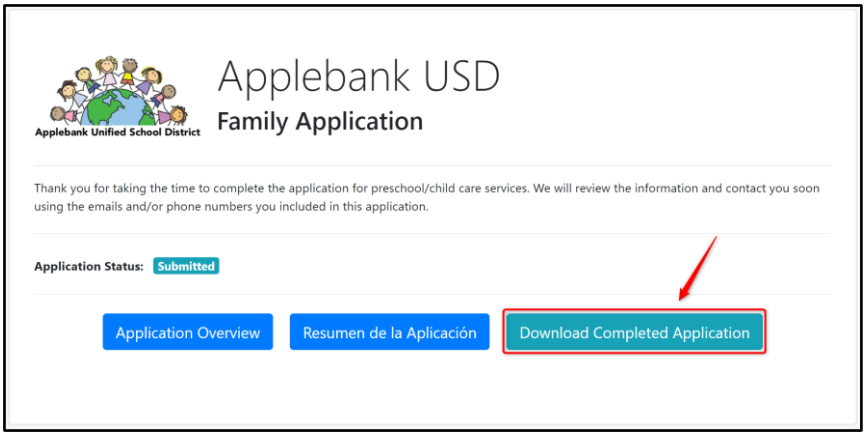


If there were any errors in your application, you will see an error message telling you exactly what you need to edit in order to submit successfully. Otherwise, congratulations! You have now completed the application process. You'll receive a message verifying your submission. You may view your completed application within *hubbe* by pressing the blue "Application Overview" button to review it in English, or the "Resumen de la Aplicación" button to review it in Spanish.



If you do review your application, a modal will appear notifying you that you can no longer edit the information within the application overview, since the application has already been submitted. Press "Close" to view your completed application.

You may also download your application by pressing the teal "Download Completed Application" button.



Reference this *Completed Application Download* to see what a finished application download will look like.